

State of Vermont Outreach Plan

1. Cover Page/Contact Information/Signatures

SNAP Annual Plan for Outreach

State: Vermont

State Agency: Agency of Human Services, Department for Children and Families, Economic Services Division

Fiscal Year: FFY 2022 – Second Year of a Three-Year Plan

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Acronyms

| | |
|----------|--|
| 3SVT | 3SquaresVT/Vermont's SNAP Program |
| 3SNP | 3SVT Older Vermonter Application |
| AALV | Association of Africans Living in Vermont |
| ACA | Addison Community Action |
| ACCESS | Vermont's Legacy System |
| BPAA | Benefit Programs Assistant Administrator |
| BROC | Bennington Rutland Community Action |
| BGCRC | Boys and Girls Club – Rutland County |
| CAP | Corrective Action Plan |
| CAPSTONE | Capstone Community Action, Inc. |
| CARE | Community Assistance Resource Events |
| CCA | Chittenden Community Action |
| CCV | Community College of Vermont |
| COA | Council on Aging |
| COASEV | Southeastern Vermont Council on Aging known as Senior Solutions |
| CSFP | Commodity Supplemental Food Program |
| CVAA | Champlain Valley Area Agency on Aging a.k.a. Age Well |
| CVCOA | Central Vermont Council on Aging |
| CVOEO | Central Vermont Office of Economic Opportunity |
| DAIL | Department of Disabilities, Aging and Independent Living |
| DCF | Department for Children and Families |
| EITC | Earned Income Tax Credit |
| ESD | Economic Services Division |
| FBO | Faith Based Organization |
| FFY | Federal Fiscal Year |
| FGICA | Franklin Grand Isle Community Action |
| FNS | Food and Nutrition Services |
| FPL | Federal Poverty Level |
| FTE | Full Time Equivalent |
| GDP | Gross Domestic Product |
| HFVT | Hunger Free Vermont |
| HMC | HMC Advertising LLC |
| HR | Human Resources |
| I & A | Information and Assistance a.k.a. Senior Helpline contacts who received information about 3SVT |
| ICR | Indirect Cost Rate |
| IRS | Internal Revenue Service |
| JGES | John Graham Emergency Shelter |

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| MOU | Memorandum of Understanding |
| MOW | Meals on Wheels |
| NCSS | Northwestern Counseling and Support Services |
| NEKCA | Northeast Kingdom Community Action |
| NEKCOA | Northeast Kingdom Council on Aging |
| NMC | Northwestern Medical Center |
| Our Place | Drop-In Center (Food Pantry and Meal Site) |
| PPC | Pay-Per-Click |
| SAM | System for Award Management (information and data management system for Councils on Aging) |
| SASH | Support and Services at Home |
| SEVCA | Southeastern Vermont Community Action |
| SNAP | Supplemental Nutrition Assistance Program |
| SOW | Summary of Work |
| SVCOA | Southwestern Vermont Council on Aging |
| SNAP | Supplemental Nutrition Assistance Program |
| SFY | State Fiscal Year |
| Topic Code 20a | SAM reporting code for clients who applied for 3SVT: New APPL |
| Topic Code 20c | SAM reporting code for clients who were found eligible: APPL Approved |
| Topic Code 20k | SAM reporting code for clients who were given information only: Info Only |
| Topic Code 20j | SAM reporting code for an action taken on behalf of a client's 3SVT: Active Issue |
| US | United States |
| USDA | United States Department of Agriculture |
| VITA | Volunteer Income Tax Assistance |
| VF | Vermont Foodbank |
| VRRP | Vermont Refugee Resettlement Program |
| VT | Vermont |

2. Statement of Need

The United States Department of Agriculture (USDA), reported prior to the COVID-19 pandemic that 14.5 percent of American households remained food insecure. According to a survey completed by University of Vermont on 4/12/2020, “Food Insecurity in Vermont increased by one-third during the coronavirus pandemic, from 18.3% to 24.3%.” The data also revealed “less than 30% of respondents experiencing food insecurity are participating in food assistance programs¹.” SNAP Outreach is a critical component to helping those who are hungry or food insecure gain access to critical resources.

Vermonters who are normally self-sufficient and have not requested 3SVT benefits in the past, are now finding themselves without the resources necessary to provide for their basic needs. With increased reasonable, allowable, and necessary 3SVT outreach activities they will learn about the availability, eligibility requirements, application procedures and benefits of 3SVT. If newly impacted food insecure Vermonters apply and are found eligible, 3SVT enrollment will increase, quality of life for recipients will be positively impacted and Vermont’s economy will get a needed boost.

Compelling reasons to support Outreach efforts in Vermont include: 1) The total number of Vermonters at or below 185% the Federal Poverty Level (FPL) is 146,808 and the 3SVT participation rate for Vermonters at 185% of FPL is about 46% (or 67,299 as of May 2021) which means there is an estimated 54% of the population that is not on 3SVT and is eligible; 2) Vermont’s older (60 and older) population at or below 185% FPL is approximately 36,746 and the current 3SVT participation rate among elders is 41.5% as of May 2021. With 3SVT/SNAP outreach reasonable, allowable, and necessary activities Vermonters across demographic and socioeconomic sectors can benefit from Outreach partner efforts and learn about and access 3SVT for a better quality of life, enhanced food security and healthy eating choices. (Source for statistical data above: Economic Services 3SVT extracts of ACCESS, May 2021).

It is estimated that “by 2030, 40% of Vermonters will be 55 or older and Vermont will be one of the oldest states – if not the oldest state – in the country (June 15, 2018 Press Release, Attorney General T.J. Donovan). It is essential that 3SVT outreach be a continuous messaging component across programs and organizations to help provide factual 3SVT information to Vermont’s food insecure older population. Additionally, based on prior statistics (summarized above), when considering all demographic information: age, medical necessity, income, and escalating costs Vermonters across socioeconomic statuses could benefit from 3SVT.

3SVT Outreach activities inform low income households about the availability, eligibility requirements, application procedures and benefits of 3SVT. The continued dialogue helps Vermonters make informed decisions about 3SVT participation. If 3SVT is chosen, the benefits received, and increased food resources will then help support the well-being of Vermont’s communities.

¹ <https://www.uvm.edu/news/story/uvm-survey-food-insecurity-vermont-rose-33-during-pandemic>

3. Outreach Plan Summaries

Executive Summary:

The State of Vermont plans to continue its multi-faceted approach to helping low income Vermonters learn about and use the Supplemental Nutrition Assistance Program. In Vermont that program is called 3SquaresVT and is referred to 3SVT in this plan. It is administered by the Department for Children and Families (DCF), Economic Services Division (ESD).

All subrecipients/projects listed in this plan operate under executed grant agreements with the State of Vermont to deliver 3SVT outreach services. Funds held by a subrecipient /project are not considered private cash and need not be “donated” to the State agency to be expended for SNAP purposes or reimbursed by federal Food Nutrition Services (FNS). The State of Vermont does not compensate staff for outreach activities based on the number of people who apply for, receive or inquiry about SNAP or the number of people served.

Vermont's 3SVT Outreach program will have eleven external partners/projects involved in 3SVT outreach. During FFY22.

Vermont proposes a second-year glimpse of a three-year plan including FFY22 goals and expectations from eleven community partner organizations i.e., Hunger Free Vermont (HFVT), five Councils on Aging (COA), three Community Action Agencies, the Vermont Foodbank (VF), and Groundworks, an organization that focuses on people experiencing homelessness or transitionally housed. All eleven community partner agencies/subrecipients have executed grant agreements with the Economic Services Division and they are available for review upon request. Additionally, the State of Vermont Food and Nutrition Team continues as the 3SVT Administration Project (labeled Project 12).

This plan is for year two (FFY22) of a three-year plan and includes a budget totaling \$1,497,889.30 with 50% of this total, \$748,944.65 being supported from anticipated federal SNAP reimbursement funds. This plan does not include in-kind contributions. Assuming the anticipated federal SNAP reimbursement funds, State general fund dollars will provide \$393,493.42 of the nonfederal share and expenditures of private discretionary funds available to eleven of the subrecipients/projects will provide \$355,451.23 of the non-federal share. Please see attached *Statewide FFY22 3SVT Outreach Project Summary* for the breakdown by project and for the statewide budget detail, staffing detail and budget narrative.

The primary service for the community projects except for Hunger Free Vermont is the provision of one-on-one 3SVT information, referral, and application assistance to low-income Vermont households. These Community Outreach projects will be utilizing a variety of reasonable, allowable and necessary outreach strategies to expand reach. The most common strategies include: A) home visits and/or 1-1 extensive phone communications in towns throughout applicable service areas, B) informational videos and/or staffed booths/tables, C) presentations at various events in person or online including wellness fairs, hunger council meetings and senior housing sites, D) direct mailings and promotional mailings to clients who

are potentially eligible for 3SVT, E) face to face out-posting within community catchment areas, F) open contactless booths at State Fairs, job fairs, school transition fairs, hospitals, Chamber of Commerce business shows, conferences focused on hunger, G) informational postings on Front Porch Forum a free community website, H) displays with informational materials online through websites, included in other activities to help offset the impact of food insecurity. Items utilized include: 3SVT posters, rack cards, brochures which are shared at local stores, libraries, town halls, colleges, malls, churches, food pantries, food shelves, area motels that serve low income, food insecure and clients experiencing homelessness, shelters, drop in centers, and food distribution sites throughout Vermont. Given the vastly rural landscape of Vermont, these methodologies are necessary to provide factual 3SVT information to the broadest portion of Vermont's food insecure population.

Additionally, Project 12, the 3SVT Administration Project includes \$2,500 to support the costs for the development, production, shipping and handling of 50,000 rack cards targeted to food insecure Vermonters and 7,500 posters for intermediary sites such as: doctor's offices, dental offices, adult daycare providers, and hospitals i.e., social worker, various alternative health care clinics and other non-medical community organizations serving Vermonters and their caregivers. The current project/partner base will help distribute the posters within their catchment areas during FFY22. Posters and rack cards will be mailed directly to sites or a PDF version will be sent via email for printing and distribution by the site. The goal for FFY22, with is to continue to broaden 3SVT outreach efforts through an expanded macro network of health professionals and other entities designed to provide stabilizing basic need resources to food insecure Vermonters.

The 3SVT Administration Project also encompasses the continuation of a statewide 3SVT Social Media Campaign. This internet/social media campaign does not include advertisements/messaging on TV or radio station websites. It encompasses Google Search and Google Display techniques, as well as Facebook messaging to help interested Vermonter's land on <http://dcf.vermont.gov/benefits/3SquaresVT/60plus>. The pay-per-click (PPC) campaign through Google Search and Google Display runs from October through May of each FFY. The primary target audience is older Vermonters (60 and older) who are searching for information about food assistance for themselves. The secondary target audience is Vermonters ages 35-59 who may help the primary audience find food assistance resources.

Campaign objectives include: 1) To create awareness for food assistance programs for those 60 and older: directly and through their potential advocates (children who may be under 60, community partners, etc.) and 2) to connect the target audience with educational tools and resources when they're actively looking online. The campaign runs six months each year, it is not possible to provide screen shots from Facebook or Google when the campaign is not running. Attached, is the most recent Campaign Performance Report (Campaign dates: October 01, 2020 – March 31, 2021) which provides further information. Please note: the campaign does not run from June through September of each year so the links will not work until the next campaign begins. This plan anticipates the continuation of a 3SVT DCF social media marketing project.

Project 11: the Vermont Foodbank (VF) uses its statewide network of local food shelves and meal sites (130 agencies) to identify and reach low income Vermonters who use private resources but are not necessarily involved with State Agencies or in receipt of 3SVT. VF staff provide factual information about the availability, eligibility requirements, application procedures and benefits of 3SVT. Application assistance is also provided if requested. For a detailed description of VF's statewide plan for 3SVT outreach please see Section 4: Outreach Project Details.

HFVT (Project 1) works with partners/projects across the state to increase access to 3SVT by eligible Vermonters. HFVT projects worth highlighting: HFVT will continue creating specialized and targeted outreach print materials to support the overall statewide outreach effort, collaborating with diverse agencies and organizations to increase participation and improve access to 3SVT, and managing the interactive website <https://vermontfoodhelp.com/> on behalf of ESD. HFVT creates items for and manages the entire 3SVT outreach toolkit (see <https://vermontfoodhelp.com/campaign-toolkit>).

Within the State of Vermont's Outreach Program all outreach materials prepared for and designed by our partners are designed specifically to offer accurate and descriptive information about eligibility, deductions, and the benefits of 3SVT, so that interested Vermonters can make an informed decision about whether to participate. The outreach materials and activities are not designed to attempt to coerce or inappropriately persuade someone to apply for 3SVT benefits.

With the combined efforts of all external projects and the impact of the COVID-19 pandemic Vermont will continue to see an increase in 3SVT participation by food insecure elderly, homeless individuals and families. Evaluation and monitoring of each project's goals will be even more important as the changing landscape requires fluidity. Monitoring will continue to occur with the review of subrecipient quarterly program reports (see attachments) and deliverables. These reports and the forms used to track outcomes are solely used for tracking within these grant agreements. The State of Vermont does not compensate based on the number of people who apply for, receive, or inquire about 3SVT. ESD has created performance measure for FFY22. All partner agencies will be measured with the following guidelines:

- 1) 100% of individuals who requested 3SVT application, review, and/or interim report assistance during each reporting quarter were provided it. Partner agencies will complete and submit form A or an equivalent form that tracks individuals and type of assistance provided to the individual. ESD will spot check customers on the list to verify that assistance was provided as requested by the customer.
- 2) At least 25% of all community contacts (i.e., businesses, organizations, community partners, community spaces, etc.) that were provided factual 3SVT information, messaging, and resources during each reporting period are new partners. Community contacts will be reported quarterly on Form B or an equivalent form. ESD will verify that 25% benchmark of new community contacts is for each individual outreach partner on a quarterly basis.
- 3) 100% of staff working on 3SVT Outreach shall be trained on 3SVT, including availability, eligibility requirements, applications procedures, and benefits of 3SVT annually. Outreach partners will submit a list of employees that completed trainings

- and the dates completed to ESD.
- 4) 100% of the time financial and program reporting documents required by the grant shall, upon initial submission, be on time, complete, and free of mathematical errors. ESD will track financial documents and reporting documents submitted by partner agencies.
 - 5) 100% of individuals provided one-on-one factual 3SVT and/or application assistance were provided a survey during each reporting quarter. In FFY22 partner agencies will be providing surveys to customers they interact with for 3SVT outreach. The information will help us find trends and help determine what we areas partners can focus on in future years or quarters.

Each community partner has submitted a detailed list of projects and goals. ESD will be tracking the progress quarterly. All individual assistance, community contacts, and projects will be submitted quarterly and reviewed. Each partner agreement details individual projects that agencies expect to complete in FFY22.

3SVT has a rotational plan for on-site visits due to COVID-19 the State will utilize alternative monitoring approaches and engage with phone conferences following the same guidelines as on-site visits. The State will return to on-site monitoring in future years, if safe and feasible. The State will conduct phone conferences once every three years for partner with a low risk assessment. If a partner has medium or high-risk assessment a phone conference will be conducted yearly by the Grants & Contracts liaison and /or 3SVT Benefit Programs Assistant Administrator (BPAA). Anyone given a Corrective Action Plan (CAP) in the prior year will be added to the rotational phone conference list. The lead BPAA for 3SVT Outreach will track the rotational order of the conference schedule. Some situations and circumstances may require a project to be contacted 2 or more years in a row.

Each project will be contacted annually covering universal topics, common themes, and project specific nuances as applicable. All projects will be seen or contacted at least once every three years.

Site visits and phone monitoring will be completed as per the ESD Subrecipient Monitoring Protocol (see Attachments). When a subrecipient does not follow activities as outlined in the grant and/or falls out of compliance with the grant agreement a BPAA will contact the partner and when applicable, complete a site visit to discuss the discrepancy, provide technical assistance leading to a solution and administer a CAP. Follow up occurs until the CAP has been successfully completed/fulfilled. Follow-up can be done in person or over the phone as dictated by the severity of the situation that lead to the CAP and current COVID-19 safety guidelines.

Summary of Projects:

| Outreach Plan Summaries FFY22 | | | | |
|--------------------------------------|---------------------|-------------------------------|-------------------------------|---|
| <u>Project Number</u> | <u>Title</u> | <u>Geographic Area</u> | <u>Target Audience</u> | <u>Granted (list grantor) or In-House?</u> |
| | | | | |

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|---|---|--|---|---|
| 1 | Service Provider Outreach and Education - Indirect Services | Statewide | Program Administrators (local, State, Federal), community service providers & advocates. | Hunger Free Vermont (HFVT) |
| 2 | Community Based Outreach | Bennington and Rutland Counties, except for the town of Pittsfield. | The most critical target population is low income nonparticipating Vermonters who may qualify for 3SVT, but services also will be provided to people who may be taking part in 3SVT but have questions or need help understanding or responding to program notices or paperwork requirements. | Bennington Rutland Community Action (BROC) |
| 3 | Community Based Outreach | Chittenden, Grand Isle, Franklin and Addison Counties except for the towns of Granville and Hancock. | The population primarily targeted is <u>older</u> Vermonters and their family caregivers who may qualify for 3SVT and are either not participating in the program currently or need help understanding or responding to program notices or paperwork requirements. | Champlain Valley Area Agency on Aging (CVAA) Also known as: Age Well |
| 4 | Community Based Outreach | Washington, Lamoille and Orange Counties, except for the town of Thetford, plus the Windsor | The population primarily targeted is <u>older</u> Vermonters and their family caregivers who may qualify for 3SVT | Central Vermont Council on Aging (CVCOA) |

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| | | County towns of Bethel, Rochester, Royalton, Sharon and Stockbridge. | and are either not participating in the program currently or need help understanding or responding to program notices or paperwork requirements. | |
| 5 | Community Based Outreach | Chittenden, Grand Isle, Franklin and Addison Counties, except for the towns of Granville and Hancock. | The most critical target population is low income nonparticipating Vermonters who may qualify for 3SVT, but services also will be provided to people who may be taking part in 3SVT but have questions or need help understanding or responding to program notices or paperwork requirements. | Central Vermont Office of Equal Opportunity (CVOEO). |
| 6 | Community Based Outreach | Brattleboro and the surrounding area. | The most critical target population is low income nonparticipating Vermonters who are homeless and may qualify for 3SVT, but services also will be provided to people who may be taking part in 3SVT but have questions or need help understanding or responding to program notices or paperwork requirements. | Groundworks |

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| 7 | Community Based Outreach | Orleans, Caledonia and Essex Counties. | The population primarily targeted is <u>older</u> Vermonters and their family caregivers who may qualify for 3SVT and are either not participating in the program currently or need help understanding or responding to program notices or paperwork requirements. | Northeast Kingdom Council on Aging (NEKCOA) |
| 8 | Community Based Outreach | Windham and Windsor Counties, except for the towns of Bethel, Rochester, Royalton, Sharon and Stockbridge, plus the towns of Granville, Hancock, Pittsfield, Thetford, Readsboro, Searsburg, and Winhall. | The population primarily targeted is <u>older</u> Vermonters and their family caregivers who may qualify for 3SVT and are either not participating in the program currently or need help understanding or responding to program notices or paperwork requirements. | COASEV - Senior Solutions |
| 9 | Community Based Outreach | Windham and Windsor Counties, except for the towns of Barnard, Bethel, Rochester, Royalton, Sharon and Stockbridge. | The most critical target population is low income nonparticipating Vermonters who may qualify for 3SVT, but services also will be provided to people who may be taking part in 3SVT but have questions or need help understanding or responding to | Southeast Vermont Community Action (SEVCA) |

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| | | | program notices or paperwork requirements. | |
| 10 | Community Based Outreach | Rutland and Bennington Counties, except for the towns of Pittsfield, Readsboro, Searsburg and Winhall. | The population primarily targeted is <u>older</u> Vermonters and their family caregivers who may qualify for 3SVT and are either not participating in the program currently or need help understanding or responding to program notices or paperwork requirements. | Southwestern Vermont Council on Aging, Inc. (SVCOA) |
| 11 | Community Based Outreach | The subrecipient will focus on activities in certain targeted community sites plus outreach services aimed at network partners statewide. | The most critical target population is low income nonparticipating Vermonters who may qualify for 3SVT, but services also will be provided to people who may be taking part in 3SVT but have questions or need help understanding or responding to program notices or paperwork requirements. | Vermont Food Bank, Inc. (VF) |
| 12 | 3SVT Administration Project | Statewide | Program Administrators (local, State, Federal), community Service providers & advocates. | State of Vermont, Economic Services Division, 3SVT Food and Nutrition Team. |

4. Outreach Project Details

Project Tables:

Copies of subrecipient grants for each project are available upon request. Grants are **not** incentive, or milestone based.

| | | | |
|-----------------------------------|---|---------|--------------------|
| Project Number 1 | HFVT | | |
| Goals | <ul style="list-style-type: none"> • Strengthen public awareness of the 3SVT program and benefits as well as how interested Vermonters may learn more about and/or take part in the 3SVT program. • Reduce stigma around 3SVT participation • Correct myths and misperceptions about the 3SVT program and to assist people in making informed decisions • Increase the factual and education 3SVT program information available through the collaboration of multiple community partners • Reduce barriers to participation in the 3SVT program • Reduce food insecurity in Vermont by providing education and resources on 3SVT to the service provider community in order to increase knowledgeable supports available to Vermonters who are interested in participating in the 3SVT program. | | |
| Target audience | Program administrators (local, State, federal), community service providers & advocates, low income Vermonters. | | |
| Timeline | Start | Ongoing | End Ongoing |

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| <p>Description of Activity</p> | <p><i>Provide a description of the activity and how it will be implemented.</i></p> <p><u>Service Delivery and Activities:</u> Activities may be performed in person, over the phone, online through meeting apps, etc. or as specified below. Comparable activities (same target audience, geographic area, and reach) may be substituted at the discretion of the Subrecipient with State approval.</p> <p><u>3SVT Outreach Partner Support Activities:</u></p> <p>3SVT training:</p> <ul style="list-style-type: none"> • Coordinate and facilitate at least one full day advanced 3SVT training conference. Training topics shall be mutually agreed upon by the Subrecipient and ESD. The training conference shall offer a networking component for attendees to convene and share 3SVT Outreach strategies and best practices. • Organize and facilitate at least fourteen (14) partial day 3SVT trainings, with at least two (2) trainings occurring per quarter. The trainings shall be held across the state, ensuring that all regions of the State have access to these trainings. The trainings shall focus on the basics of 3SVT eligibility requirements, application process, participation barriers, Outreach strategies, and policy and program changes as well as linkages to other nutrition programs. At least two of these trainings shall focus on the simplified application process available for older Vermonters. • Develop and deliver a presentation on a mutually agreed upon topic area on a mutually agreed up on day/time at a Councils on Aging/Department of Disabilities, Aging and Independent Living/Economic Services Division meeting. <p>The target audience for both the training conference and the partial-day trainings are community service providers and other groups who provide 3SVT Outreach services as well as those who wish to learn more about the availability, application process, eligibility requirements, and benefits of 3SVT.</p> <p>The Subrecipient shall provide ESD with the attendance list from each training conducted. The Subrecipient shall additionally conduct a survey at each training held which shall, at a minimum, measure attendees' change in knowledge of the 3SVT program and corresponding benefits to 3SVT recipients.</p> <p>The trainings may be conducted in person, online through meeting apps and/or web-based platforms, or a combination of both.</p> |
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Interpretation services shall be provided upon request at all trainings.

Materials Development & Distribution:

- Provide translated 3SVT Outreach materials to community organizations, early care and education providers, and other 3SVT Outreach providers.
- Translate at least two (2) new 3SVT Outreach materials into six (6) languages.
- Distribute 3SVT rack cards and State-approved posters and materials featuring factual 3SVT information and availability of 3SVT application assistance to community contacts (defined for the purposes of this agreement as entities that interact with members of the public, i.e., businesses, organizations, community partners, community spaces, etc.) throughout the state.

All 3SVT Outreach posters and materials developed by the Subrecipient must be approved by the State prior to distribution.

Online Resource & Other Digital Outreach:

- Facilitate the exchange of factual 3SVT information exchange among Vermont’s service providers by promoting, maintaining, and updating the www.vermontfoodhelp.com website, including the “3SquaresVT Campaign Toolkit” section.
- Consult ESD regularly to ensure the accuracy of factual 3SVT information posted to the www.vermontfoodhelp.com site and shall make all ESD-required changes to the website within 30 calendar days of notification.
- Ensure the most current translated 3SVT Outreach documents and materials are available on the www.vermontfoodhelp.com site.
- Update and maintain the 3SquaresVT Eligibility Calculator, an online self-screening tool for potential 3SVT eligibility and monthly benefit amounts, to reflect changes in income eligibility requirements and maximum benefit amounts.
- Send quarterly e-newsletters focusing on 3SVT policy, trainings, news, and/or changes to the general public, food shelves, 3SVT Outreach partners, and training participants.
- Inform ESD when HFVT can reasonably anticipate being featured in mass media discussions about 3SVT, i.e., when HFVT issues a media release or is contacted by a media outlet regarding 3SVT.

Facilitation of 3SVT Workgroup:

Through the Grant term, the Subrecipient shall coordinate and facilitate all statewide 3SVT Workgroup meetings. At least eight (8) 3SVT Workgroup meetings shall be held per year, with a minimum of two (2) meetings occurring per quarter.

The goals of the 3SVT Workgroup meetings are to:

- a. assist in the coordination of 3SVT Outreach efforts across the state and
- b. collectively identify and develop methods to address barriers to participation in and access to 3SVT.

HFVT shall provide ESD with meeting agendas, meeting minutes (including attendance), and handouts as they become available.

Community-At-Large:

- 1. Provide factual 3SVT information to community organizations and providers statewide, including, but not limited to, targeted outreach to the organizations and providers that are located in Vermont's most rural towns and counties.
- 2. Deliver digital 3SVT outreach by sharing factual 3SVT information on social media sites, websites, and listservs, including but not limited to, www.vermontfoodhelp.com, e-newsletters, Facebook, and Twitter.
- 3. Spread awareness of 3SVT and its' eligibility requirements to the community at large as well as organizations who primarily serve Veterans.
- 4. Engage in specialized 3SVT Outreach activities through the distribution of 3SVT factual information and provision of technical support and assistance to 20 Vermont public schools in order to promote the distribution of resources to help families learn about, apply for, and maintain 3SVT benefits.
 - a. HFVT shall work with school food service professionals, school administration, teachers, wellness staff and nurses, community leaders, school families, and Parent-Teacher organizations among others. HFVT is not a 3SVT outreach direct client service provider hence, this work shall be done above and beyond the scope of work for the State Fiscal Year 2022 (SFY22) Child Nutrition (CN) 03440-10237-22 Grant and above other 3SVT outreach grantees. It is the responsibility of HFVT to report

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| | <p>quarterly on the specific school locations, contacts, and topics related to 3SVT outreach and to coordinate their activities such that no duplication of effort or billing occur between this grant and grant 03440-10237-22.</p> <p>5. Ensure at least one meeting of each of HFVT’s ten regional Hunger Councils shall solely focus on 3SVT Outreach. Hunger Councils are held on regional levels and are comprised of local leaders from the business, education, social service, nonprofit, and government communities with the goal of impacting hunger at the local level.</p> <p>Community-At-Large Services and Activities may be performed in person, over the phone, and online through meeting apps and/or web-based platforms as needed.</p> <p><u>Other:</u></p> <ul style="list-style-type: none"> • The Subrecipient shall participate in all training(s) that may be required by the State and, at a minimum, shall comply with the USDA annual Civil Rights training requirement cited below in this section. • All 3SquaresVT Outreach staff and their supervisors shall complete a Civil Rights Policy training session designed by the State during this award term and no later than June 30th. If there are subsequent staff changes that occur in the 4th quarter of this award term, the new staff shall complete the Civil Rights Policy training by September 30th. The Subrecipient shall additionally maintain records identifying the staff members trained and dates each staff member complete the training. |
| Subrecipient | Hunger Free Vermont (HFVT) |
| Tax ID of Subrecipient | 03-0336357 |
| Role of the Subrecipient | To coordinate activities and collaborate with other 3SVT outreach agencies and groups serving low income Vermonters |
| Role of State agency | To administer and monitor subrecipient progress. |
| State/ Subrecipient funding source | State General Funds, HFVT private cash and anticipated 50% reimbursement from the federal government. |
| Volunteers | <i>Are volunteers involved in this activity:</i> Yes No <input checked="" type="checkbox"/> |

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| | <i>If Yes, in what capacity?</i> |
| Evaluation | <ul style="list-style-type: none"> • 100% of community contacts (defined for the purposes of this agreement as entities that interact with members of the public, i.e., businesses, organizations, community partners, community spaces, etc.) who requested factual 3SVT information, messaging, and resources during each reporting quarter were provided it. • At least 25% of all community contacts (defined for the purposes of this agreement as entities that interact with members of the public, i.e., businesses, organizations, community partners, community spaces, etc.) that were provided factual 3SVT information, messaging, and resources during each reporting quarter were new partners. • At least 75% of 3SVT training survey respondents report an increase of knowledge of 3SVT program and corresponding benefits on post-training surveys. • At least two statewide 3SVT Workgroup meetings shall be facilitated by the Subrecipient during each quarter throughout the grant term. • 100% of the time financial and program reporting documents required by the Grant shall, upon initial submission, be on time, complete, and free of mathematical errors. |
| Project Number 2 | BROC – Community Based Outreach |
| Goals | <ul style="list-style-type: none"> • Strengthen public awareness of the 3SVT program and benefits as well as how interested Vermonters may learn more about and/or take part in the 3SVT program. • Reduce stigma around 3SVT participation • Correct myths and misperceptions about the 3SVT program and to assist people in making informed decisions • Increase the factual and education 3SVT program information available through the collaboration of multiple community partners • Reduce barriers to participation in the 3SVT program • Reduce food insecurity in Vermont by assisting agencies with providing education to Vermonters who are interested in participating in the 3SVT program in applying for and/or maintaining 3SVT benefits. |
| Target audience | The most critical target population is low income nonparticipating Vermonters who may qualify for 3SVT, but services also will be provided to people who may be taking part in 3SVT but have questions or need help understanding or responding to program |

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| | <p>notices or paperwork requirements. The subrecipient will focus on activities in the following service area, i.e., Bennington and Rutland Counties, except for the town of Pittsfield.</p> | | | | |
| <p>Timeline</p> | <table border="1"> <tr> <td data-bbox="440 310 548 359">Start</td> <td data-bbox="548 310 889 359">Ongoing.</td> <td data-bbox="889 310 998 359">End</td> <td data-bbox="998 310 1347 359">Ongoing.</td> </tr> </table> | Start | Ongoing. | End | Ongoing. |
| Start | Ongoing. | End | Ongoing. | | |
| <p>Description of Activity</p> | <p><i>Provide a description of the activity and how it will be implemented.</i></p> <p><u>Service Delivery and Activities:</u> Activities may be performed in person, over the phone, online through meeting apps, etc. or as specified below. Comparable activities (same target audience, geographic area, and reach) may be substituted at the discretion of the Subrecipient with State approval.</p> <p><u>One-on-One Services and Activities:</u></p> <ol style="list-style-type: none"> 1. Screen individual households with low incomes who may qualify for 3SVT who are served by the Subrecipient for 3SVT participation, including households who come to the Subrecipient for other services, and provide factual 3SVT information to those who are not currently participating in 3SVT. 2. Discuss the availability; eligibility requirements; application, review, and interim report processes; and benefits of the 3SVT program with individual households served and the availability of application, review, and interim report assistance from the Subrecipient. 3. Provide one-on-one application, review, and/or interim report assistance and factual 3SVT information to households who have requested it. 4. Provide interpretation services and/or translated materials to households as needed in order to provide application, review, and/or interim report assistance and/or factual 3SVT information. <p>One-on-one services and activities detailed in this section may be performed in person, over the phone, and online through meeting apps and web-based platforms as needed.</p> <p><u>Community-at-Large Services and Activities:</u> Throughout the Grant term, the Subrecipient shall:</p> <ol style="list-style-type: none"> 1. Spread awareness of 3SVT and its' eligibility requirements to the community at large as well as organizations who primarily serve Veterans. | | | | |

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| | <ol style="list-style-type: none"> 2. Provide factual 3SVT information to community organizations and providers throughout the Subrecipient’s service area. 3. Provide digital 3SVT outreach by sharing factual 3SVT information on social media sites, websites, and listservs, including but not limited to, Facebook, Twitter, Instagram, Child and Adult Care Food Program listserv and/or Facebook page, Project Vision listserv, www.BROC.org, etc. 4. Set up booths and/or make presentations at community events and town meetings to present factual 3SVT information and share and disseminate factual 3SVT materials (i.e., program flyers, brochures, and posters) to attendees. 5. Distribute 3SVT rack cards and State-approved posters featuring factual 3SVT information and availability of application assistance throughout the Subrecipient’s service area. <p>Community-At-Large Services and Activities may be performed in person, over the phone, and online through meeting apps and/or web-based platforms as needed.</p> <p><u>Other</u></p> <ul style="list-style-type: none"> • During the grant term, all 3SVT outreach staff and their supervisors shall complete the civil rights policy training session designed by the State, as required annually by USDA. The training will last less than two hours, and these individuals will be able to complete it electronically. The training will be completed by June 30th and the attendance sheet will be submitted with third quarter deliverables and no later than July 30th. The attendance sheet(s) must be filled out correctly, including the names and job titles of all employees who are paid in part or whole with funds from this Grant. If there are subsequent staff changes in the 4th quarter, the new staff are also required to take Civil Rights training by the end of the 4th quarter. The Subrecipient shall submit additional sign-in sheet(s) to the State supporting their attendance with 4th quarter deliverables. |
| Subrecipient | BROC Community Action |
| Tax ID of Subrecipient | BROC 03-2166505 |

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| Role of the Subrecipient | Direct Service Provider with potential and current 3SVT recipients. |
| Role of State agency | Administrator |
| State/ Subrecipient funding source | General Funds and anticipated 50% reimbursement from the federal government. |
| Volunteers | <i>Are volunteers involved in this activity:</i> Yes No <input checked="" type="checkbox"/> <i>If Yes, in what capacity?</i> |
| Evaluation | <p><i>Explain how the project will be evaluated. Include your data collection and analysis plan. Note if your evaluation will be able to assess how many people reached by the outreach activities were certified or denied for SNAP benefits.</i></p> <p>The subrecipient will provide quarterly program reports that will describe in specific and quantifiable terms subrecipient progress to date regarding each activity in the workplan. The State will review quarterly reports for progress and subrecipient compliance with the terms of the grant. The state will conduct phone conference call reviews if performance levels appear to differ significantly from those expected for the grant term or at any time the State deems appropriate and within the guidelines of the Subrecipient Monitoring Protocol. Prior State approval would be required for any substantial change in workplan. The current evaluation process will require the subrecipient to take a sample and assess, to the extent feasible, how many people reached by the outreach activities were certified or denied for 3SVT benefits. The subrecipient will report these findings to the State.</p> |

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| Project Number 3 | Age Well, Inc. - Community Based Outreach previously known as CVAA |
| Goals | <ul style="list-style-type: none"> • Strengthen public awareness of the 3SVT program and benefits as well as how interested Vermonters may learn more about and/or take part in the 3SVT program. • Reduce stigma around 3SVT participation • Correct myths and misperceptions about the 3SVT program and to assist people in making informed decisions • Increase the factual and education 3SVT program information available through the collaboration of multiple community partners • Reduce barriers to participation in the 3SVT program • Reduce food insecurity in Vermont by assisting Vermonters |

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| | <p>who are interested in participating in the 3SVT program in applying for and/or maintaining 3SVT benefits</p> | | | | |
| <p>Target audience</p> | <p>The population primarily targeted is older Vermonters and their family caregivers who may qualify for 3SVT and are either not participating in the program currently or need help understanding or responding to program notices or paperwork requirements. The subrecipient will focus on activities in the following service area: Chittenden, Grand Isle, Franklin and Addison Counties except for the towns of Granville and Hancock.</p> | | | | |
| <p>Timeline</p> | <table border="1"> <tr> <td data-bbox="475 583 570 621">Start</td> <td data-bbox="570 583 919 621">Ongoing.</td> <td data-bbox="919 583 1013 621">End</td> <td data-bbox="1013 583 1372 621">Ongoing.</td> </tr> </table> | Start | Ongoing. | End | Ongoing. |
| Start | Ongoing. | End | Ongoing. | | |
| <p>Description of Activity</p> | <p><i>Provide a description of the activity and how it will be implemented.</i></p> <p><u>One on One Services and Activities:</u></p> <ol style="list-style-type: none"> 1. Screen individual households with low incomes who may qualify for 3SVT who are served by the Subrecipient for 3SVT participation, including households who come to the Subrecipient for other services, and provide factual 3SVT information to those who are not currently participating in 3SVT. 2. Discuss the availability; eligibility requirements; application, review, and interim report processes; and benefits of the 3SVT program with individual households served and the availability of application, review, and interim report assistance from the Subrecipient. 3. Provide one-on-one application, review, and/or interim report assistance and factual 3SVT information to households who have requested it. 4. Provide interpretation services and/or translated materials to households as needed in order to provide application, review, and/or interim report assistance and/or factual 3SVT information. <p>One-on-one services and activities detailed in this section may be performed in person, over the phone, and online through meeting apps and web-based platforms as needed.</p> <p><u>Community-At-Large Services and Activities:</u> Activities may be performed in person, over the phone, online through meeting apps, etc. or as specified below. Comparable activities (same target audience, geographic area, and reach) may be substituted at the discretion of the Subrecipient with State approval.</p> | | | | |

1. Spread awareness of 3SVT and its' eligibility requirements to the community at large as well as organizations who primarily serve Veterans.
2. Provide factual 3SVT information to community organizations and providers throughout the Subrecipient's service area.
3. Provide digital 3SVT outreach by sharing factual 3SVT information on social media sites, websites, and listservs, including but not limited to, Facebook, Twitter, Instagram, Child and Adult Care Food Program listserv and/or Facebook page, Project Vision listserv, <https://www.agewellvt.org/> , etc.
4. Set up booths and/or make presentations at community events and town meetings to present factual 3SVT information and share and disseminate factual 3SVT materials (i.e., program flyers, brochures, and posters) to attendees.
5. Distribute 3SVT rack cards and State-approved posters featuring factual 3SVT information and availability of application assistance throughout the Subrecipient's service area.

Community-At-Large Services and Activities may be performed in person, over the phone, and online through meeting apps and/or web-based platforms as needed.

Other:

- During the grant term, all 3SVT outreach staff and their supervisors shall complete the civil rights policy training session designed by the State, as required annually by USDA. The training will last less than two hours, and these individuals will be able to complete it electronically. The training will be completed by June 30th and the attendance sheet will be submitted with third quarter deliverables and no later than July 30th. The attendance sheet(s) must be filled out correctly, including the names and job titles of all employees who are paid in part or whole with funds from this Grant. If there are subsequent staff changes in the 4th quarter, the new staff are also required to take Civil Rights training by the end of the 4th quarter. The Subrecipient shall submit additional sign-in sheet(s) to the State supporting their attendance with 4th quarter deliverables.

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| Subrecipient | Age Well, Inc. was CVAA |
| Tax ID of Subrecipient | CVAA 22-2474636 |
| Role of the Subrecipient | Direct Service Provider with potential and current 3SVT recipients. |
| Role of State agency | Administrator |
| State/ Subrecipient funding source | General Funds, Age Well Private Cash and anticipated 50% reimbursement from the federal government. |
| Volunteers | <i>Are volunteers involved in this activity:</i> Yes No <input checked="" type="checkbox"/> <i>If Yes, in what capacity?</i> |
| Evaluation | <p><i>Explain how the project will be evaluated. Include your data collection and analysis plan. Note if your evaluation will be able to assess how many people reached by the outreach activities were certified or denied for SNAP benefits.</i></p> <p>The subrecipient will provide quarterly program reports that will describe in specific and quantifiable terms subrecipient progress to date regarding each activity in the workplan. The State will review quarterly reports for progress and subrecipient compliance with the terms of the grant. The state will conduct phone conference call reviews if performance levels appear to differ significantly from those expected for the grant term or at any time the State deems appropriate and within the guidelines of the subrecipient Monitoring Protocol. Prior State approval would be required for any substantial change in workplan. The current evaluation process will require the subrecipient to take a sample and assess, to the extent feasible, how many people reached by the outreach activities were certified or denied for 3SVT benefits. The subrecipient will report these findings to the State.</p> |
| Project Number 4 | Central Vermont Council on Aging (CVCOA) - Community Based Outreach |
| Goals | <ul style="list-style-type: none"> • Strengthening public awareness of the 3SVT program and benefits as well as how interested Vermonters may learn more about and/or take part in the 3SVT program. • Reducing stigma around 3SVT participation. • Correcting myths and misperceptions about the 3SVT program to assist people in making informed participation decisions. • Increasing the factual and educational 3SVT program |

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| | <p>information available through the collaboration of multiple community partners.</p> <ul style="list-style-type: none"> • Reducing barriers to participation in the 3SVT program. • Reducing food insecurity in Vermont by assisting Vermonters who are interested in participating in the 3SVT program in applying for and/or maintaining 3SVT benefits. | | | | |
| <p>Target audience</p> | <p>The population primarily targeted is older Vermonters and their family caregivers who may qualify for 3SVT and are either not participating in the program currently or need help understanding or responding to program notices or paperwork requirements. The subrecipient will focus on activities in the following service area: Washington, Lamoille and Orange Counties, except for the town of Thetford, plus the Windsor County towns of Bethel, Rochester, Royalton, Sharon and Stockbridge.</p> | | | | |
| <p>Timeline</p> | <table border="1"> <tr> <td data-bbox="462 793 574 842">Start</td> <td data-bbox="574 793 919 842">Ongoing.</td> <td data-bbox="919 793 1023 842">End</td> <td data-bbox="1023 793 1365 842">Ongoing.</td> </tr> </table> | Start | Ongoing. | End | Ongoing. |
| Start | Ongoing. | End | Ongoing. | | |
| <p>Description of Activity</p> | <p><i>Provide a description of the activity and how it will be implemented.</i></p> <p><u>Service Delivery and Activities:</u> Activities may be performed in person, over the phone, online through meeting apps, etc. or as specified below. Comparable activities (same target audience, geographic area, and reach) may be substituted at the discretion of the Subrecipient with State approval.</p> <p><u>One-on-One Services and Activities:</u> May occur face to face, over the phone, through online meeting apps or by other secure and confidential means that meet or exceed federal standards.</p> <ol style="list-style-type: none"> 1. Screen individual households with low incomes who may qualify for 3SVT who are served by the Subrecipient for 3SVT participation, including households who come to the Subrecipient for other services, and provide factual 3SVT information to those who are not currently participating in 3SVT. 2. Discuss the availability; eligibility requirements; application, review, and interim report processes; and benefits of the 3SVT program with individual households served and the availability of application, review, and interim report assistance from the Subrecipient. 3. Provide one-on-one application, review, and/or interim report assistance and factual 3SVT information to households who have requested it. 4. Provide interpretation services and/or translated materials to households as needed in order to provide application, review, | | | | |

and/or interim report assistance and/or factual 3SVT information.

One-on-one services and activities detailed in this section may be performed in person, over the phone, and online through meeting apps and web-based platforms as needed.

Community-At-Large Services and Activities:

Throughout the Grant term, the Subrecipient shall:

1. Spread awareness of 3SVT and its' eligibility requirements to the community at large as well as organizations who primarily serve Veterans.
2. Provide factual 3SVT information to community organizations and providers throughout the Subrecipient's service area.
3. Provide digital 3SVT outreach by sharing factual 3SVT information on social media sites, websites, and listservs, including but not limited to, Facebook, Twitter, Instagram, Child and Adult Care Food Program listserv and/or Facebook page, Project Vision listserv, <https://www.cvcoa.org/>, etc.
4. Set up booths and/or make presentations at community events and town meetings to present factual 3SVT information and share and disseminate factual 3SVT materials (i.e., program flyers, brochures, and posters) to attendees.
5. Distribute 3SVT rack cards and State-approved posters featuring factual 3SVT information and availability of application assistance throughout the Subrecipient's service area.

Community-At-Large Services and Activities may be performed in person, over the phone, and online through meeting apps and/or web-based platforms as needed.

Other:

- During the grant term: all 3SVT Outreach staff and their supervisors shall complete the Civil Rights policy training session designed by the State, as required annually by USDA. Subrecipient staff shall be able to complete the training electronically. The training shall be completed by June 30th, and the training attendance sheet(s) shall be submitted to the

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| | State no later than July 30th. The attendance sheet(s) must be filled out correctly, including the names and job titles of all employees who are paid in part or whole with funds from this Grant. If there are subsequent staff changes in the 4th quarter, the new staff are also required to take Civil Rights training by the end of the 4th quarter. The Subrecipient shall submit additional sign-in sheet(s) to the State supporting their attendance with 4th quarter deliverables. |
| Subrecipient | Central VT Council on Aging (CVCOA) |
| Tax ID of Subrecipient | CVCOA 03-276104 |
| Role of the Subrecipient | Direct Service Provider with potential and current 3SVT recipients. |
| Role of State agency | Administrator |
| State/ Subrecipient funding source | General Funds, CVCOA Private Cash and anticipated 50% reimbursement from the federal government. |
| Volunteers | <i>Are volunteers involved in this activity:</i> Yes No <input checked="" type="checkbox"/> <i>If Yes, in what capacity?</i> |
| Evaluation | <p><i>Explain how the project will be evaluated. Include your data collection and analysis plan. Note if your evaluation will be able to assess how many people reached by the outreach activities were certified or denied for SNAP benefits.</i></p> <p>The subrecipient will provide quarterly program reports that will describe in specific and quantifiable terms subrecipient progress to date regarding each activity in the workplan. The State will review quarterly reports for progress and subrecipient compliance with the terms of the grant. The state will minimally conduct one site visit every other FFY. During FFY22 the state will conduct one conference call following the same format as an on-site visit and will conduct additional on-site or phone conference call reviews if performance levels appear to differ significantly from those expected for the grant term or at any time the State deems appropriate and within the guidelines of the Subrecipient Monitoring Protocol. Prior State approval would be required for any substantial change in workplan. The current evaluation process will require the subrecipient to take a sample and assess, to the extent feasible, how many people reached by the outreach activities were certified or denied for 3SVT benefits. The subrecipient will report these findings to the State.</p> |

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| Project Number 5 | Champlain Valley Office of Economic Opportunity, Inc. (CVOEO) Community Based Outreach | | | |
| Goals | <ul style="list-style-type: none"> • Strengthen public awareness of the 3SVT program and benefits as well as how interested Vermonters may learn more about and/or take part in the 3SVT program. • Reduce stigma around 3SVT participation • Correct myths and misperceptions about the 3SVT program and to assist people in making informed decisions • Increase the factual and education 3SVT program information available through the collaboration of multiple community partners • Reduce barriers to participation in the 3SVT program • Reduce food insecurity in Vermont by assisting Vermonters who are interested in participating in the 3SVT program in applying for and/or maintaining 3SVT benefits | | | |
| Target audience | <p>The most critical target population is low income nonparticipating Vermonters who may qualify for 3SVT, but services also will be provided to people who may be taking part in 3SVT but have questions or need help understanding or responding to program notices or paperwork requirements. The subrecipient will focus on activities in the following service area: Chittenden, Grand Isle, Franklin and Addison Counties, except for the towns of Granville and Hancock.</p> | | | |
| Timeline | Start | Ongoing. | End | Ongoing. |
| Description of Activity | <p><i>Provide a description of the activity and how it will be implemented.</i></p> <p><u>Service Delivery and Activities:</u> Activities may be performed in person, over the phone, online through meeting apps, etc. or as specified below. Comparable activities (same target audience, geographic area, and reach) may be substituted at the discretion of the Subrecipient with State approval.</p> <p><u>One-on-One Services and Activities:</u> Activities may be performed in person, over the phone, online through meeting apps, etc. or as specified below. Comparable activities (same target audience, geographic area, and reach) may be substituted at the discretion of the Subrecipient with State approval.</p> | | | |

1. Screen individual households with low incomes who may qualify for 3SVT who are served by the Subrecipient for 3SVT participation, including households who come to the Subrecipient for other services, and provide factual 3SVT information to those who are not currently participating in 3SVT.
2. Discuss the availability; eligibility requirements; application, review, and interim report processes; and benefits of the 3SVT program with individual households served and the availability of application, review, and interim report assistance from the Subrecipient.
3. Provide one-on-one application, review, and/or interim report assistance and factual 3SVT information to households who have requested it.
4. Provide interpretation services and/or translated materials to households as needed in order to provide application, review, and/or interim report assistance and/or factual 3SVT information.

One-on-one services and activities detailed in this section may be performed in person, over the phone, and online through meeting apps and web-based platforms as needed.

Community-At-Large Services and Activities:

1. Spread awareness of 3SVT and its' eligibility requirements to the community at large as well as organizations who primarily serve Veterans.
2. Provide factual 3SVT information to community organizations and providers throughout the Subrecipient's service area.
3. Provide digital 3SVT outreach by sharing factual 3SVT information on social media sites, websites, and listservs, including but not limited to, Facebook, Twitter, Instagram, Child and Adult Care Food Program listserv and/or Facebook page, Project Vision listserv, <https://www.cvoeo.org/> .
4. Set up booths and/or make presentations at community events and town meetings to present factual 3SVT information and share and disseminate factual 3SVT materials (i.e., program flyers, brochures, and posters) to attendees.
5. Distribute 3SVT rack cards and State-approved posters featuring factual 3SVT information and availability of application assistance throughout the Subrecipient's service area.

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| | <p>Community-At-Large Services and Activities may be performed in person, over the phone, and online through meeting apps and/or web-based platforms as needed.</p> <p>Other:</p> <ul style="list-style-type: none"> • During the grant term, all 3SVT outreach staff and their supervisors shall complete a civil rights policy training session designed by the State, as required annually by USDA. The training will last less than two hours, and these individuals will be able to complete it electronically. The training will be completed by June 30th and the attendance sheet will be submitted with third quarter deliverables and no later than July 30th. The attendance sheet must be filled out correctly, including the names and job titles of all employees who are paid in part or whole with funds from this Grant. If there are subsequent staff changes in the 4th quarter, the new staff are also required to take Civil Rights training by the end of the 4th quarter; CVOEO shall submit additional sign-in sheet(s) to the State supporting their attendance with 4th quarter deliverables. |
| Subrecipient | Champlain Valley Office of Economic Opportunity (CVOEO) |
| Tax ID of Subrecipient | CVOEO 03-0216837 |
| Role of the Subrecipient | Direct Service Provider with potential and current 3SVT recipients. |
| Role of State agency | Administrator |
| State/ Subrecipient funding source | General Funds, CVOEO private cash and anticipated 50% reimbursement from the federal government. |
| Volunteers | <i>Are volunteers involved in this activity:</i> Yes No <input checked="" type="checkbox"/> <i>If Yes, in what capacity?</i> |
| Evaluation | <p><i>Explain how the project will be evaluated. Include your data collection and analysis plan. Note if your evaluation will be able to assess how many people reached by the outreach activities were certified or denied for SNAP benefits.</i></p> <p>The subrecipient will provide quarterly program reports that will describe in specific and quantifiable terms subrecipient progress to date regarding each activity in the workplan. The State will review quarterly reports for progress and subrecipient compliance with the terms of the</p> |

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| | grant. The state will minimally conduct phone conference call reviews if performance levels appear to differ significantly from those expected for the grant term or at any time the State deems appropriate and within the guidelines of the Subrecipient Monitoring Protocol. Prior State approval would be required for any substantial change in workplan. The current evaluation process will require the subrecipient to take a sample and assess, to the extent feasible, how many people reached by the outreach activities were certified or denied for 3SVT benefits. The subrecipient will report these findings to the State. | | | | |
| Project Number 6 | Groundworks Collaboration, Inc. - Community Based Outreach | | | | |
| Goals | <ul style="list-style-type: none"> • Strengthening public awareness of the 3SVT program and benefits as well as how interested Vermonters may learn more about and/or take part in the 3SVT program. • Reducing stigma around 3SVT participation. • Correcting myths and misperceptions about the 3SVT program to assist people in making informed participation decisions. • Increasing the factual and educational 3SVT program information available through the collaboration of multiple community partners. • Reducing barriers to participation in the 3SVT program. • Reducing food insecurity in Vermont by assisting Vermonters who are interested in participating in the 3SVT program in applying for and/or maintaining 3SVT benefits | | | | |
| Target audience | The most critical target population is low income nonparticipating Vermonters who may qualify for 3SVT, but services also will be provided to people who may be taking part in 3SVT but have questions or need help understanding or responding to program notices or paperwork requirements. The subrecipient will focus on activities in the following service area, i.e., Brattleboro and the surrounding area. | | | | |
| Timeline | <table border="1"> <tr> <td>Start</td> <td>Ongoing.</td> <td>End</td> <td>Ongoing.</td> </tr> </table> | Start | Ongoing. | End | Ongoing. |
| Start | Ongoing. | End | Ongoing. | | |
| Description of Activity | <p><u>One-on-One Services and Activities:</u></p> <ol style="list-style-type: none"> 1. Screen individual households with low incomes who may qualify for 3SVT who are served by the Subrecipient for 3SVT participation, including households who come to the Subrecipient for other services, and provide factual 3SVT information to those who are not currently participating in 3SVT. 2. Discuss the availability; eligibility requirements; application, review, and interim report processes; and benefits of the 3SVT program with individual households served and the availability of | | | | |

application, review, and interim report assistance from the Subrecipient.

3. Provide one-on-one application, review, and/or interim report assistance and factual 3SVT information to households who have requested it.
4. Provide interpretation services and/or translated materials to households as needed in order to provide application, review, and/or interim report assistance and/or factual 3SVT information.

One-on-one services and activities detailed in this section may be performed in person, over the phone, and online through meeting apps and web-based platforms as needed.

Community-At-Large Services and Activities:

1. Spread awareness of 3SVT and its' eligibility requirements to the community at large as well as organizations who primarily serve Veterans.
2. Provide factual 3SVT information to community organizations and providers throughout the Subrecipient's service area.
3. Provide digital 3SVT outreach by sharing factual 3SVT information on social media sites, websites, and listservs, including but not limited to, Facebook, Twitter, Instagram, Child and Adult Care Food Program listserv and/or Facebook page, Project Vision listserv, groundworksvt.org, etc.
4. Set up booths and/or make presentations at community events and town meetings to present factual 3SVT information and share and disseminate factual 3SVT materials (i.e., program flyers, brochures, and posters) to attendees.
5. Distribute 3SVT rack cards and State-approved posters featuring factual 3SVT information and availability of application assistance throughout the Subrecipient's service area.

Other:

- During the grant term, all 3SVT outreach staff and their supervisors shall complete a civil rights policy training session designed by the State, as required annually by USDA. The training will last less than two hours, and these individuals will be able to complete it electronically. The training will be completed by June 30th and the attendance sheet will be submitted with third quarter deliverables and no later than July 30th. The attendance sheet must be filled out correctly and include the names and job titles of all employees who are paid in part or in whole with funds from this Grant. If between submission of the Civil Rights Attendance form and the end of the

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| | grant term other staff are hired who must take Civil Rights training Groundworks will send additional sign in sheets with quarter four (4) deliverables verifying the training was taken. |
| Subrecipient | Groundworks Collaborative, Inc. |
| Tax ID of Subrecipient | Groundworks 03-0267404 |
| Role of the Subrecipient | Direct Service Provider with potential and current 3SVT recipients. |
| Role of State agency | Administrator |
| State/ Subrecipient funding source | Groundwork's private cash and anticipated 50% reimbursement from the federal government. |
| Volunteers | <i>Are volunteers involved in this activity:</i> Yes No <input checked="" type="checkbox"/> <i>If Yes, in what capacity?</i> |
| Evaluation | <p><i>Explain how the project will be evaluated. Include your data collection and analysis plan. Note if your evaluation will be able to assess how many people reached by the outreach activities were certified or denied for SNAP benefits.</i></p> <p>The subrecipient will provide quarterly program reports that will describe in specific and quantifiable terms subrecipient progress to date regarding each activity in the workplan. The State will review quarterly reports for progress and subrecipient compliance with the terms of the grant. The state will minimally conduct a phone conference call review if performance levels appear to differ significantly from those expected for the grant term or at any time the State deems appropriate and within the guidelines of the Subrecipient Monitoring Protocol. Prior State approval would be required for any substantial change in workplan. The current evaluation process will require the subrecipient to take a sample and assess, to the extent feasible, how many people reached by the outreach activities were certified or denied for 3SVT benefits. The Subrecipient will provide program data reports as required by the State.</p> |

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| Project Number 7 | Northeast Kingdom Council on Aging (NEKCOA) - Community Based Outreach |
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| Goals | <ul style="list-style-type: none"> • Strengthen public awareness of the 3SVT program and benefits as well as how interested Vermonters may learn more about and/or take part in the 3SVT program. • Reduce stigma around 3SVT participation • Correct myths and misperceptions about the 3SVT program and to assist people in making informed decisions • Increase the factual and education 3SVT program information available through the collaboration of multiple community partners • Reduce barriers to participation in the 3SVT program • Reduce food insecurity in Vermont by assisting Vermonters who are interested in participating in the 3SVT program in applying for and/or maintaining 3SVT benefits | | | | |
| Target audience | <p>The population primarily targeted is older Vermonters and their family caregivers who may qualify for 3SVT and are either not participating in the program currently or need help understanding or responding to program notices or paperwork requirements. The subrecipient will focus on activities in the following service area: Orleans, Caledonia, and Essex Counties.</p> | | | | |
| Timeline | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Start</td> <td style="width: 50%;">Ongoing.</td> <td style="width: 25%;">End</td> <td style="width: 25%;">Ongoing.</td> </tr> </table> | Start | Ongoing. | End | Ongoing. |
| Start | Ongoing. | End | Ongoing. | | |
| Description of Activity | <p><i>Provide a description of the activity and how it will be implemented.</i></p> <p><u>Service Delivery and Activities:</u> Activities may be performed in person, over the phone, online through meeting apps, etc. or as specified below. Comparable activities (same target audience, geographic area, and reach) may be substituted at the discretion of the Subrecipient with State approval.</p> <p><u>One-on-One Services and Activities:</u> This may occur face to face, over the phone, through online meeting apps or by other secure and confidential means that meet or exceed federal standards.</p> <ol style="list-style-type: none"> 1. Screen individual households with low incomes who may qualify for 3SVT who are served by the Subrecipient for 3SVT participation, including households who come to the Subrecipient for other services, and provide factual 3SVT information to those who are not currently participating in 3SVT. 2. Discuss the availability; eligibility requirements; application, review, and interim report processes; and benefits of the 3SVT program with individual households served and the availability of application, review, and interim report assistance from the Subrecipient. | | | | |

3. Provide one-on-one application, review, and/or interim report assistance and factual 3SVT information to households who have requested it.
4. Provide interpretation services and/or translated materials to households as needed in order to provide application, review, and/or interim report assistance and/or factual 3SVT information.

One-on-one services and activities detailed in this section may be performed in person, over the phone, and online through meeting apps and web-based platforms as needed.

Community-At-Large Services and Activities:

1. Spread awareness of 3SVT and its' eligibility requirements to the community at large as well as organizations who primarily serve Veterans.
2. Provide factual 3SVT information to community organizations and providers throughout the Subrecipient's service area.
3. Provide digital 3SVT outreach by sharing factual 3SVT information on social media sites, websites, and listservs, including but not limited to, Facebook, Twitter, Instagram, Child and Adult Care Food Program listserv and/or Facebook page, Project Vision listserv, www.wwww.nekcouncil.org, etc.
4. Set up booths and/or make presentations at community events and town meetings to present factual 3SVT information and share and disseminate factual 3SVT materials (i.e., program flyers, brochures, and posters) to attendees.
5. Distribute 3SVT rack cards and State-approved posters featuring factual 3SVT information and availability of application assistance throughout the Subrecipient's service area.

Other:

- During the grant term, all 3SVT outreach staff and their supervisors shall complete a civil rights policy training session designed by the State, as required annually by USDA. The training will last less than two hours, and these individuals will be able to complete it electronically. The training will be completed by June 30th and the attendance sheet will be submitted with third quarter deliverables and no later than July 30th. The attendance sheet(s) must be filled out correctly, including the names and job titles of all employees who are paid in part or in whole with funds from this Grant. If there are

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| | subsequent staff changes in the 4th quarter, the new staff are also required to take Civil Rights training by the end of the 4th quarter. The Subrecipient shall submit additional sign in sheet(s) to the State supporting their attendance with 4th quarter deliverables. |
| Subrecipient | Northeast Kingdom Council on Aging (NEKCOA) |
| Tax ID of Subrecipient | NEKCOA 03-0276709 |
| Role of the Subrecipient | Direct Service Provider with potential and current 3SVT recipients. |
| Role of State agency | Administrator |
| State/ Subrecipient funding source | General Funds, NEKCOA private cash and anticipated 50% reimbursement from the federal government. |
| Volunteers | <i>Are volunteers involved in this activity:</i> Yes No <input checked="" type="checkbox"/> <i>If Yes, in what capacity?</i> |
| Evaluation | <p><i>Explain how the project will be evaluated. Include your data collection and analysis plan. Note if your evaluation will be able to assess how many people reached by the outreach activities were certified or denied for SNAP benefits.</i></p> <p>The subrecipient will provide quarterly program reports that will describe in specific and quantifiable terms subrecipient progress to date regarding each activity in the workplan. The State will review quarterly reports for progress and subrecipient compliance with the terms of the grant. The state will minimally conduct one site visit every three years. The state will conduct one conference call following the same format as an on-site visit and will conduct additional on-site or phone conference call reviews if performance levels appear to differ significantly from those expected for the grant term or at any time the State deems appropriate and within the guidelines of the Subrecipient Monitoring Protocol. Prior State approval would be required for any substantial change in workplan. The current evaluation process will require the subrecipient to take a sample and assess, to the extent feasible, how many people reached by the outreach activities were certified or denied for 3SVT benefits.</p> |

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| Project Number 8 | Council on Aging for Southeastern Vermont, Inc. (COASEV) a.k.a Senior Solutions - Community Based Outreach | | |
| Goals | <ul style="list-style-type: none"> • Strengthen public awareness of the 3SVT program and benefits as well as how interested Vermonters may learn more about and/or take part in the 3SVT program. • Reduce stigma around 3SVT participation • Correct myths and misperceptions about the 3SVT program and to assist people in making informed decisions • Increase the factual and education 3SVT program information available through the collaboration of multiple community partners • Reduce barriers to participation in the 3SVT program • Reduce food insecurity in Vermont by assisting Vermonters who are interested in participating in the 3SVT program in applying for and/or maintaining 3SVT benefits | | |
| Target audience | <p>The population primarily targeted is older Vermonters and their family caregivers who may qualify for 3SVT and are either not participating in the program currently or need help understanding or responding to program notices or paperwork requirements. The subrecipient will focus on activities in the following service area: Windham and Windsor Counties, except for the towns of Bethel, Rochester, Royalton, Sharon and Stockbridge, plus the towns of Thetford, Readsboro, Searsburg, Granville, Hancock, Pittsfield and Winhall.</p> | | |
| Timeline | Start Ongoing. | End | Ongoing. |
| Description of Activity | <p><i>Provide a description of the activity and how it will be implemented.</i></p> <p><u>Service Delivery and Activities:</u> The Subrecipient shall implement the following workplan. Activities may be implemented in person, over the phone, online through meeting apps, etc. or as specified below. Comparable activities (same target audience, geographic area, and reach) may be substituted at the discretion of the Subrecipient with prior State approval.</p> <p><u>One-on-One Services and Activities:</u></p> <ol style="list-style-type: none"> 1. Screen individual households with low incomes who may qualify for 3SVT who are served by the Subrecipient for 3SVT participation, including households who come to the Subrecipient for other services, and provide factual 3SVT information to those who are not currently participating in 3SVT. 2. Discuss the availability; eligibility requirements; application, | | |

review, and interim report processes; and benefits of the 3SVT program with individual households served and the availability of application, review, and interim report assistance from the Subrecipient.

3. Provide one-on-one application, review, and/or interim report assistance and factual 3SVT information to households who have requested it.
4. Provide interpretation services and/or translated materials to households as needed in order to provide application, review, and/or interim report assistance and/or factual 3SVT information.

One-on-one services and activities detailed in this section may be performed in person, over the phone, and online through meeting apps and web-based platforms as needed.

Community-At-Large Activities and Services:

1. Spread awareness of 3SVT and its' eligibility requirements to the community at large as well as organizations who primarily serve Veterans.
2. Provide factual 3SVT information to community organizations and providers throughout the Subrecipient's service area.
3. Provide digital 3SVT outreach by sharing factual 3SVT information on social media sites, websites, and listservs, including but not limited to, Facebook, Twitter, Instagram, Child and Adult Care Food Program listserv and/or Facebook page, Project Vision listserv, www.seniorsolutionsvt.org, etc.
4. Set up booths and/or make presentations at community events and town meetings to present factual 3SVT information and share and disseminate factual 3SVT materials (i.e., program flyers, brochures, and posters) to attendees.
5. Distribute 3SVT rack cards and State-approved posters featuring factual 3SVT information and availability of application assistance throughout the Subrecipient's service area.

Community-At-Large Services and Activities may be performed in person, over the phone, and online through meeting apps and/or

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| | <p>web-based platforms as needed.</p> <p><u>Other:</u></p> <ul style="list-style-type: none"> • During the grant term: All 3SVT Outreach staff and their supervisors shall complete the Civil Rights policy training session designed by the State, as required annually by USDA. Subrecipient staff shall be able to complete the training electronically. The training shall be completed by June 30th, and the training attendance sheet(s) shall be submitted to the State no later than July 30th. The attendance sheet(s) must be filled out correctly, including the names and job titles of all employees who are paid in part or in whole with funds from this Grant. If there are subsequent staff changes in the 4th quarter, the new staff are also required to take Civil Rights training by the end of the 4th quarter. The Subrecipient shall submit additional sign-in sheet(s) to the State supporting their attendance with 4th quarter deliverables. |
| Subrecipient | Council on Aging for Southeastern VT (COASEV) |
| Tax ID of Subrecipient | COASEV 22-2738766 |
| Role of the Subrecipient | Direct Service Provider with potential and current 3SVT recipients. |
| Role of State agency | Administrator |
| State/ Subrecipient funding source | General Funds, COASEV private cash and anticipated 50% reimbursement from the federal government. |
| Volunteers | <i>Are volunteers involved in this activity:</i> Yes No <input checked="" type="checkbox"/> <i>If Yes, in what capacity?</i> |
| Evaluation | <p><i>Explain how the project will be evaluated. Include your data collection and analysis plan. Note if your evaluation will be able to assess how many people reached by the outreach activities were certified or denied for SNAP benefits.</i></p> <p>The subrecipient will provide quarterly program reports that will describe in specific and quantifiable terms subrecipient progress to date regarding each activity in the workplan. The State will review quarterly reports for progress and subrecipient compliance with the terms of the grant. The state will minimally conduct one site visit every three FFY. The state will conduct one conference call following the same format as an on-site visit and will conduct</p> |

additional on-site or phone conference reviews if performance levels appear to differ significantly from those expected for the grant term or at any time the State deems appropriate and within the guidelines of the Subrecipient Monitoring Protocol. Prior State approval would be required for any substantial change in workplan. The current evaluation process will require the subrecipient to take a sample and assess, to the extent feasible, how many people reached by the outreach activities were certified or denied for 3SVT benefits.

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| <p>Project Number 9</p> | <p>Southeastern Vermont Community Action, Inc. (SEVCA) – Community Outreach</p> | | | |
| <p>Goals</p> | <ul style="list-style-type: none"> • Strengthen public awareness of the 3SVT program and benefits as well as how interested Vermonters may learn more about and/or take part in the 3SVT program. • Reduce stigma around 3SVT participation • Correct myths and misperceptions about the 3SVT program and to assist people in making informed decisions • Increase the factual and education 3SVT program information available through the collaboration of multiple community partners • Reduce barriers to participation in the 3SVT program • Reduce food insecurity in Vermont by assisting Vermonters who are interested in participating in the 3SVT program in applying for and/or maintaining 3SVT benefits • direct client service caseload targets will be reached by the end of the grant term. | | | |
| <p>Target audience</p> | <p>The most critical target population is low income nonparticipating Vermonters who may qualify for 3SVT, but services also will be provided to people who may be taking part in 3SVT but have questions or need help understanding or responding to program notices or paperwork requirements. The subrecipient will focus on activities in the following service area: Windham and Windsor Counties, except for the towns of Barnard, Bethel, Rochester, Royalton, Sharon and Stockbridge.</p> | | | |
| <p>Timeline</p> | <p>Start</p> | <p>Ongoing</p> | <p>End</p> | <p>Ongoing</p> |
| <p>Description of Activity</p> | <p><i>Provide a description of the activity and how it will be implemented.</i></p> <p><u>Service Delivery and Activities:</u> Activities may be performed in person, over the phone, online through meeting apps, etc. or as</p> | | | |

specified below. Comparable activities (same target audience, geographic area, and reach) may be substituted at the discretion of the Subrecipient with State approval.

One-on-One Services and Activities:

1. Screen individual households with low incomes who may qualify for 3SVT who are served by the Subrecipient for 3SVT participation, including households who come to the Subrecipient for other services, and provide factual 3SVT information to those who are not currently participating in 3SVT.
2. Discuss the availability; eligibility requirements; application, review, and interim report processes; and benefits of the 3SVT program with individual households served and the availability of application, review, and interim report assistance from the Subrecipient.
3. Provide one-on-one application, review, and/or interim report assistance and factual 3SVT information to households who have requested it.
4. Provide interpretation services and/or translated materials to households as needed in order to provide application, review, and/or interim report assistance and/or factual 3SVT information.

One-on-one services and activities detailed in this section may be performed in person, over the phone, and online through meeting apps and web-based platforms as needed.

Community-At-Large Services and Activities:

1. Spread awareness of 3SVT and its' eligibility requirements to the community at large as well as organizations who primarily serve Veterans.
2. Provide factual 3SVT information to community organizations and providers throughout the Subrecipient's service area.
3. Provide digital 3SVT outreach by sharing factual 3SVT information on social media sites, websites, and listservs, including but not limited to, Facebook, Twitter, Instagram, Child and Adult Care Food Program listserv and/or Facebook page, Project Vision listserv, www.sevca.org, etc.
4. Set up booths and/or make presentations at community events and town meetings to present factual 3SVT

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| | <p>information and share and disseminate factual 3SVT materials (i.e., program flyers, brochures, and posters) to attendees.</p> <p>5. Distribute 3SVT rack cards and State-approved posters featuring factual 3SVT information and availability of application assistance throughout the Subrecipient's service area.</p> <p>Community-At-Large Services and Activities may be performed in person, over the phone, and online through meeting apps and/or web-based platforms as needed.</p> <p><u>Other:</u></p> <ul style="list-style-type: none"> • During the grant term, all 3SVT outreach staff and their supervisors shall complete a civil rights policy training session designed by the State, as required annually by USDA. The training will last less than two hours, and attendance may be completed electronically. The training will be completed by June 30th and the attendance sheet will be submitted with third quarter deliverables and no later than July 30th. The attendance sheet must be filled out correctly, including the names and job titles of all employees who are paid in part or whole with funds from this Grant. If there are subsequent staff changes in the 4th quarter, the new staff are also required to take Civil Rights training by the end of the 4th quarter; SEVCA shall submit additional sign-in sheet(s) to the State supporting their attendance with 4th quarter deliverables. |
| Subrecipient | Southeastern Vermont Community Action, Inc. (SEVCA) |
| Tax ID of Subrecipient | SEVCA 03-0216740 |
| Role of the Subrecipient | Direct Service Provider with potential and current 3SVT Recipients. |
| Role of State agency | Administrator |
| State/ Subrecipient funding source | General Funds and anticipated 50% reimbursement from the federal government. |
| Volunteers | <i>Are volunteers involved in this activity:</i> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <i>If Yes, in what capacity?</i> |
| Evaluation | The subrecipient will provide quarterly program reports that will describe in specific and quantifiable terms subrecipient |

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| | <p>progress to date regarding each activity in the workplan. The State will review quarterly reports for progress and subrecipient compliance with the terms of the grant. The state will conduct a phone conference review if performance levels appear to differ significantly from those expected for the grant term or at any time the State deems appropriate and within the guidelines of the Subrecipient Monitoring Protocol. Prior State approval would be required for any substantial change in workplan.</p> |
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| Project Number 10 | Southwestern Vermont Council on Aging, Inc. (SVCOA) - Community Based Outreach | | |
| Goals | <ul style="list-style-type: none"> • Strengthen public awareness of the 3SVT program and benefits as well as how interested Vermonters may learn more about and/or take part in the 3SVT program. • Reduce stigma around 3SVT participation • Correct myths and misperceptions about the 3SVT program and to assist people in making informed decisions • Increase the factual and education 3SVT program information available through the collaboration of multiple community partners • Reduce barriers to participation in the 3SVT program • Reduce food insecurity in Vermont by assisting Vermonters who are interested in participating in the 3SVT program in applying for and/or maintaining 3SVT benefits. | | |
| Target audience | <p>The population primarily targeted is older Vermonters and their family caregivers who may qualify for 3SVT and are either not participating in the program currently or need help understanding or responding to program notices or paperwork requirements. The subrecipient will focus on activities in the following service area: Rutland and Bennington Counties, except for the towns of Pittsfield, Readsboro, Searsburg and Winhall.</p> | | |
| Timeline | Start | Ongoing. | End Ongoing. |
| Description of Activity | <p><i>Provide a description of the activity and how it will be implemented.</i></p> <p><u>Service Delivery and Activities:</u> Activities may be performed in person, over the phone, online through meeting apps, etc. or as specified below. Comparable activities (same target audience, geographic area, and reach) may be substituted at the discretion of the Subrecipient with State approval.</p> <p><u>One-on-One Service and Activities:</u></p> <ol style="list-style-type: none"> 1. Screen individual households with low incomes who may | | |

qualify for 3SVT who are served by the Subrecipient for 3SVT participation, including households who come to the Subrecipient for other services, and provide factual 3SVT information to those who are not currently participating in 3SVT.

2. Discuss the availability; eligibility requirements; application, review, and interim report processes; and benefits of the 3SVT program with individual households served and the availability of application, review, and interim report assistance from the Subrecipient.
3. Provide one-on-one application, review, and/or interim report assistance and factual 3SVT information to households who have requested it.
4. Provide interpretation services and/or translated materials to households as needed in order to provide application, review, and/or interim report assistance and/or factual 3SVT information.

One-on-one services and activities detailed in this section may be performed in person, over the phone, and online through meeting apps and web-based platforms as needed.

Community-At-Large Services and Activities:

1. Spread awareness of 3SVT and its' eligibility requirements to the community at large as well as organizations who primarily serve Veterans.
2. Provide factual 3SVT information to community organizations and providers throughout the Subrecipient's service area.
3. Provide digital 3SVT outreach by sharing factual 3SVT information on social media sites, websites, and listservs, including but not limited to, Facebook, Twitter, Instagram, Child and Adult Care Food Program listserv and/or Facebook page, Project Vision listserv, www.svcoa.org, etc.
4. Set up booths and/or make presentations at community events and town meetings to present factual 3SVT information and share and disseminate factual 3SVT materials (i.e., program flyers, brochures, and posters) to attendees.
5. Distribute 3SVT rack cards and State-approved posters featuring factual 3SVT information and availability of application assistance throughout the Subrecipient's service area.

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| | <p>Community-At-Large Services and Activities may be performed in person, over the phone, and online through meeting apps and/or web-based platforms as needed.</p> <p><u>Other:</u></p> <ul style="list-style-type: none"> • During the grant term: All 3SVT Outreach staff and their supervisors shall complete the Civil Rights policy training session designed by the State, as required annually by USDA. Subrecipient staff shall be able to complete the training electronically. The training shall be completed by June 30 and the training attendance sheet(s) shall be submitted to the State no later than July 30. The attendance sheet(s) must be filled out correctly, including the names and job titles of all employees who are paid in part or in whole with funds from this Grant. If there are subsequent staff changes in the 4 quarter, the new staff are also required to take Civil Rights training by the end of the 4th quarter. The Subrecipient shall submit additional sign-in sheet(s) to the State supporting their attendance with 4th quarter deliverables. |
| Subrecipient | Southwestern Vermont Council on Aging, Inc. (SVCOA) |
| Tax ID of Subrecipient | SVCOA 03-0273983 |
| Role of the Subrecipient | Direct Service Provider with potential and current 3SVT recipients. |
| Role of State agency | Administrator |
| State/ Subrecipient funding source | General Funds, SVCOA private cash and anticipated 50% reimbursement from the federal government. |
| Volunteers | <p><i>Are volunteers involved in this activity:</i> Yes No <input checked="" type="checkbox"/></p> <p><i>If Yes, in what capacity?</i></p> |
| Evaluation | <p><i>Explain how the project will be evaluated. Include your data collection and analysis plan. Note if your evaluation will be able to assess how many people reached by the outreach activities were certified or denied for SNAP benefits.</i></p> <p>The subrecipient will provide quarterly program reports that will describe in specific and quantifiable terms subrecipient progress to date regarding each activity in the workplan. The State will review quarterly reports for progress and subrecipient compliance with the terms of the grant. The state will</p> |

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| | <p>minimally conduct one site visit every three FFY. The state will conduct one conference call following the same format as on-site visit review if performance levels appear to differ significantly from those expected for the grant term or at any time the State deems appropriate and within the guidelines of the Subrecipient Monitoring Protocol. Prior State approval would be required for any substantial change in workplan. The current evaluation process will take a sample and assess, to the extent feasible, how many people reached by the outreach activities were certified or denied for 3SVT benefits.</p> |
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| Project Number 11 | Vermont Food Bank, Inc. (VF) - Community Based Outreach |
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| Goals | <ul style="list-style-type: none"> • Strengthen public awareness of the 3SVT program and benefits as well as how interested Vermonters may learn more about and/or take part in the 3SVT program. • Reduce stigma around 3SVT participation • Correct myths and misperceptions about the 3SVT program and to assist people in making informed decisions • Increase the factual and education 3SVT program information available through the collaboration of multiple community partners • Reduce barriers to participation in the 3SVT program • Reduce food insecurity in Vermont by assisting Vermonters who are interested in participating in the 3SVT program in applying for and/or maintaining 3SVT benefits |
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| Target audience | <p>The most critical target population is low income nonparticipating Vermonters who may qualify for 3SVT, but services also will be provided to people who may be taking part in 3SVT but have questions or need help understanding or responding to program notices or paperwork requirements. The subrecipient will focus on activities in certain targeted community sites plus outreach services aimed at network partners statewide. Vermont Foodbank provides services throughout the entire state of Vermont. Unlike other outreach partner agencies Vermont foodbanks has no geographical boundaries. Vermont Foodbank works with customers who are outside of the boundaries that other agencies have to ensure all customers have an outreach partner they can reach for assistance. Vermont Foodbank provides details of projects they are working</p> |
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| | with during 3SVT workgroup meetings to eliminate duplication of effort by agencies. | | |
| Timeline | Start | Ongoing. | End Ongoing. |
| Description of Activity | <p><i>Provide a description of the activity and how it will be implemented.</i></p> <p><u>Service Delivery and Activities:</u> Activities may be performed in person, over the phone, online through meeting apps, etc. or as specified below. Comparable activities (same target audience, geographic area, and reach) may be substituted at the discretion of the Subrecipient with State approval.</p> <p><u>One-on-One Services and Activities:</u></p> <ol style="list-style-type: none"> 1. Screen individual households with low incomes who may qualify for 3SVT who are served by the Subrecipient for 3SVT participation, including households who come to the Subrecipient for other services, and provide factual 3SVT information to those who are not currently participating in 3SVT. 2. Discuss the availability; eligibility requirements; application, review, and interim report processes; and benefits of the 3SVT program with individual households served and the availability of application, review, and interim report assistance from the Subrecipient. 3. Provide one-on-one application, review, and/or interim report assistance and factual 3SVT information to households who have requested it. 4. Provide interpretation services and/or translated materials to households as needed in order to provide application, review, and/or interim report assistance and/or factual 3SVT information. <p>One-on-one services and activities detailed in this section may be performed in person, over the phone, and online through meeting apps and web-based platforms as needed.</p> <p><u>Community-At-Large Services and Activities:</u></p> <ol style="list-style-type: none"> 1. Spread awareness of 3SVT and its’ eligibility requirements to the community at large as well as organizations who primarily serve Veterans. 2. Provide factual 3SVT information to community organizations and providers throughout the Subrecipient’s service area. | | |

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| | <p>3. Provide digital 3SVT outreach by sharing factual 3SVT information on social media sites, websites, and listservs, including but not limited to, Facebook, Twitter, Instagram, Child and Adult Care Food Program listserv and/or Facebook page, Project Vision listserv, www.vtfoodbank.org, etc.</p> <p>4. Set up booths and/or make presentations at community events and town meetings to present factual 3SVT information and share and disseminate factual 3SVT materials (i.e., program flyers, brochures, and posters) to attendees.</p> <p>5. Distribute 3SVT rack cards and State-approved posters featuring factual 3SVT information and availability of application assistance throughout the Subrecipient's service area.</p> <p><u>Other:</u></p> <ul style="list-style-type: none"> All 3SquaresVT outreach staff and their supervisors shall complete a Civil Rights policy training session designed by the State, as required annually by USDA. The training shall last less than two hours and can be completed electronically. The training shall be completed by June 30th and the attendance sheet shall be submitted with third quarter deliverables and no later than July 30th. The attendance sheet must be filled out correctly, including the names and job titles of all employees who are paid in part or in whole with funds from this Grant. If there are subsequent staff changes in the 4th quarter, the new staff are also required to take Civil Rights training by the end of the 4th quarter; VF shall submit additional sign-in sheet(s) to the State supporting their attendance with 4th quarter deliverables. |
| Subrecipient | Vermont Food Bank, Inc. |
| Tax ID of Subrecipient | Vermont Food Bank, Inc. 22-3021942 |
| Role of the Subrecipient | Direct Service Provider with potential and current 3SVT recipients. |
| Role of State agency | Administrator |
| State/ Subrecipient funding source | VF private cash and anticipated 50% reimbursement from the federal government. |
| Volunteers | <p><i>Are volunteers involved in this activity:</i> Yes No X</p> <p><i>If Yes, in what capacity?</i></p> |

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| Evaluation | <p><i>Explain how the project will be evaluated. Include your data collection and analysis plan. Note if your evaluation will be able to assess how many people reached by the outreach activities were certified or denied for SNAP benefits.</i></p> <p>The subrecipient will provide quarterly program reports that will describe in specific and quantifiable terms subrecipient progress to date regarding each activity in the workplan. The State will review quarterly reports for progress and subrecipient compliance with the terms of the grant. The state will minimally conduct one site visit every three FFY. The state will conduct one conference call following the same format as an on-site visit and will conduct additional on-site or phone conference reviews if performance levels appear to differ significantly from those expected for the grant term or at any time the State deems appropriate and within the guidelines of the Subrecipient Monitoring Protocol. Prior State approval would be required for any substantial change in workplan. The current evaluation process requires the subrecipient to take a sample and assess, to the extent feasible, how many people reached by the outreach activities were certified or denied for 3SVT benefits.</p> | | | |
| Project Number 12 | 3SVT Administration Project | | | |
| Goals | <ul style="list-style-type: none"> • Strengthen public awareness of the 3SVT program and benefits as well as how interested Vermonters may learn more about and/or take part in the 3SVT program. • Reduce stigma around 3SVT participation • Correct myths and misperceptions about the 3SVT program and to assist people in making informed decisions • Increase the factual and education 3SVT program information available through the collaboration of multiple community partners • Reduce barriers to participation in the 3SVT program • Reduce food insecurity in Vermont by assisting Vermonters who are interested in participating in the 3SVT program in applying for and/or maintaining 3SVT benefits | | | |
| Target audience | The most critical target populations are community partners/projects (as outlined above); low income nonparticipating Vermonters who may qualify for 3SVT and those who may already be taking part in 3SVT. Federal, State and local Administrators. | | | |
| Timeline | Start | Ongoing. | End | Ongoing. |
| Description of Activity | <i>Provide a description of the activity and how it will be implemented.</i> | | | |

Service Delivery and Activities: Activities may be performed in person, over the phone, online through meeting apps, etc. or as specified below. Comparable activities may be substituted at the discretion of the Subrecipient with USDA/FNS approval.

1. Administer, monitor, research, review, evaluate the 3SVT Outreach Program and all projects as per federal guidelines.
2. Create, implement, and monitor a 3SVT Statewide Outreach Budget.
3. Facilitate/develop partnership building and networking opportunities.
4. Provide the necessary tools and technical assistance to community partner/projects, including Rack Cards so they may provide factual 3SVT information to Vermonters in a non-persuasive manner.
5. Provide technical assistance and support to partners/projects to help them find innovative ways to help Vermonters learn about the availability of 3SVT, the eligibility requirements, application procedures and benefits of 3SVT so they can make an informed decision about whether to apply and if requested the partner/project can assist in the application process in a non-persuasive manner.
6. Oversight and monitoring of a grant/contract for a statewide DCF 3SVT social marketing campaign.
7. Oversight of the costs, contracting, development, production, shipping, and handling of 100,000 rack cards targeted to food insecure Vermonters and 15,000 posters for intermediary sites.
8. Negotiate, analyze, review, approve and amend grant agreements with projects/partners related to 3SVT Outreach (as specified above).
9. The State of Vermont will continue to contract with an entity during FFY22 to continue a Social Media Marketing Campaign through Google Search and Google Display. Objectives include: 1) help older Vermonters to access benefits when they are looking for assistance and 2)
10. increase visits to the 3SVT website which provides benefit information.
11. Geographic: Vermont Statewide
12. Demographics: Primary - Adults 60 and older who may be searching for food assistance
13. Secondary - Adults 35-54 who may offer help to older adults/relatives

Destination: <http://dcf.vermont.gov/benefits/3SquaresVT/60plus>

| | |
|---|---|
| | <p><u>Other:</u></p> <ul style="list-style-type: none"> • During the grant term, all 3SVT outreach staff and their supervisors shall complete a civil rights policy training session designed by the State, as required annually by USDA. The training will last less than two-hours and these individuals will be able to complete it electronically. The training will be completed by June 30th and an attendance sheet will be completed to verify completion each FFY by July 30th. The attendance sheet must be filled out correctly, including the names and job titles of all employees who are paid in part or in whole with funds from this Grant. If there are subsequent staff changes in the 4th quarter, the new staff are also required to take Civil Rights training by the end of the 4th quarter; VF shall submit additional sign-in sheet(s) to the State supporting their attendance with 4th quarter deliverables. |
| Subrecipient | 3SVT Administrative Project |
| Tax ID of Subrecipient | State of Vermont, Agency of Human Services, Department of Children and Family Services 03-6000264 |
| Role of the Subrecipient | Administrator. |
| Role of State agency | Administrator. |
| State/ Subrecipient funding source | General Funds and anticipated 50% reimbursement from the federal government. |
| Volunteers | <i>Are volunteers involved in this activity:</i> Yes No X <i>If Yes, in what capacity?</i> |
| Evaluation | <p><i>Explain how the project will be evaluated. Include your data collection and analysis plan. Note if your evaluation will be able to assess how many people reached by the outreach activities were certified or denied for SNAP benefits.</i></p> <ul style="list-style-type: none"> • At the federal level the USDA and FNS review and conduct audits at their discretion. • The State of Vermont business office reviews and conduct audits at their discretion. • Data points to capture whether a Vermonter is certified eligible or denied 3SVT are reported quarterly by partner/projects within the required deliverables documenting reasonable, allowable, and necessary 3SVT outreach activities. • Site visits and ongoing phone contact with <u>all</u> partners/projects to address gaps, opportunities, program effectiveness and to provide technical support and assistance. |

- The ongoing review of grant requirements, project progress as documented within quarterly reports and deliverables and across years.
- The ongoing review of quarterly deliverables received from all projects/partners including quarterly reports and deliverables as required by grant agreements and within USDA/FNS guidelines.
- Positive reporting on Timesheets for personnel associated with this project to document administration hours related to 3SVT Outreach.
- Annual review of the State Plan and State’s Final Narrative by FNS.
- Annual Review by the State of Vermont of all projects Final Narratives i.e., accomplishments, major challenges and solutions developed and evaluation methodology and findings.
- Customer feedback on the messaging for rack cards and posters for any changes, revisions or alterations in language or content.
- Corrective Action Plans will be implemented in situations where the projects/partners are out of compliance with the requirements of the grant agreement for accuracy or for providing quarterly deliverables by the due date.

5. Outreach Project Staffing Details

Project Staffing Table:

Statewide, there are 184 positions, making up 19.20 Full Time Equivalents (FTEs), that are a part of the State of Vermont’s Outreach plan (see chart below). See attached *Statewide FFY22 3SVT Project Summary* for each project’s staffing detail and a complete breakdown by project of position titles, FTE, salary, outreach salary, benefit rate, outreach benefits, a combined grand total by position for outreach salary and benefit rates. All projects included descriptions of the tasks/duties for positions working on 3SVT outreach. Each project’s staffing detail lists only positions participating in positive reporting actual hours worked on 3SVT Outreach Reasonable, allowable, and necessary activities.

Below is the *FFY22 Statewide 3SVT Outreach Staffing Table*. See individual project tabs embedded in attached *Statewide FFY22 3SVT Outreach Project Summary* for more details. Statewide, 182 staff members from eleven community partner agencies, making up 18.20 FTEs, will be working on 3SVT Outreach. The 3SVT Administration Project will have two staff members working an anticipated 2080 hours or the equivalent of one (1) FTE for administrative duties and oversight of the FFY22 Statewide 3SVT Outreach Program.

Statewide Staffing Table

| | | | (a) | (b) | (c=axb) | (d) | (e=cxd) | (f=c+e) |
|-------------|--|--------------------------|--|-----------------|-----------------|---------------|-------------------|--------------|
| Project No. | Staff Person Title | Initials of Staff Person | FTE Outreach - (based on 40hr/week 52 wks/year=2080 hr/annual) | Salary | Outreach Salary | Benefits Rate | Outreach Benefits | Total |
| 1 | Food Security Advocacy Manager | VACANT | 0.75000 | \$ 46,119.90750 | \$ 34,589.93 | 0.25000 | \$ 8,647.48 | \$ 43,237.41 |
| 1 | Food Security Specialist | KAG | 0.87000 | \$ 37,645.61250 | \$ 32,751.68 | 0.25000 | \$ 8,187.92 | \$ 40,939.60 |
| 1 | Food Security Specialist | IE | 0.95000 | \$ 37,645.61250 | \$ 35,763.33 | 0.25000 | \$ 8,940.83 | \$ 44,704.16 |
| 1 | Program Data & Child Nutrition Manager | TM | 0.17140 | \$ 47,511.68250 | \$ 8,143.50 | 0.25000 | \$ 2,035.88 | \$ 10,179.38 |
| 1 | Child Nutrition Initiatives Specialist | KAG | 0.08500 | \$ 38,210.31750 | \$ 3,247.88 | 0.25000 | \$ 811.97 | \$ 4,059.85 |
| 1 | Child Nutrition Initiatives Manager | RM | 0.04010 | \$ 48,949.89750 | \$ 1,962.89 | 0.25000 | \$ 490.72 | \$ 2,453.61 |
| 1 | Community Engagement Manager | JO | 0.18000 | \$ 49,684.14 | \$ 8,943.15 | 0.25000 | \$ 2,235.79 | \$ 11,178.93 |
| 1 | Program Communications Manager | SP | 0.22000 | \$ 46,811.69 | \$ 10,298.57 | 0.25000 | \$ 2,574.64 | \$ 12,873.21 |
| 1 | Community Health Initiatives Director | KD | 0.20000 | \$ 66,167.33 | \$ 13,233.47 | 0.25000 | \$ 3,308.37 | \$ 16,541.83 |
| 1 | Advocacy & Education Director | FM | 0.10000 | \$ 66,167.33 | \$ 6,616.73 | 0.25000 | \$ 1,654.18 | \$ 8,270.92 |
| 1 | Development Director | MT | 0.06000 | \$ 64,226.23 | \$ 3,853.57 | 0.25000 | \$ 963.39 | \$ 4,816.97 |
| 1 | Executive Director | AH | 0.06000 | \$ 85,000.00 | \$ 5,100.00 | 0.25000 | \$ 1,275.00 | \$ 6,375.00 |
| 2 | Community Services Outreach Specialist 1 | SP | 0.06250 | \$ 48,588.80 | \$ 3,036.80 | 0.37450 | \$ 1,137.28 | \$ 4,174.08 |
| 2 | Community Services Outreach Specialist 2 | EE | 0.12500 | \$ 67,620.80 | \$ 8,452.60 | 0.37450 | \$ 3,165.50 | \$ 11,618.10 |
| 2 | Community Services Outreach Specialist 3 | MH | 0.09615 | \$ 45,427.20 | \$ 4,368.00 | 0.37450 | \$ 1,635.82 | \$ 6,003.82 |
| 2 | Community Services Outreach Specialist 4 | JENNY | 0.09615 | \$ 35,796.80 | \$ 3,442.00 | 0.37450 | \$ 1,289.03 | \$ 4,731.03 |
| 2 | Community Services Outreach Specialist 5 | MS | 0.12500 | \$ 47,652.80 | \$ 5,956.60 | 0.37450 | \$ 2,230.75 | \$ 8,187.35 |
| 3 | Caregiver Support Specialist | MR | 0.00250 | \$ 37,899.06 | \$ 94.74 | 0.23000 | \$ 21.79 | \$ 116.54 |
| 3 | Community Health Worker | PF | 0.29997 | \$ 48,718.18 | \$ 14,614.08 | 0.23000 | \$ 3,361.24 | \$ 17,975.32 |
| 3 | Community Health Worker | PG | 0.20000 | \$ 43,597.84 | \$ 8,719.36 | 0.23000 | \$ 2,005.45 | \$ 10,724.81 |
| 3 | Community Health Worker | LL | 0.00250 | \$ 36,249.41 | \$ 90.64 | 0.23000 | \$ 20.85 | \$ 111.48 |
| 3 | Community Health Worker | JS | 0.06251 | \$ 51,117.66 | \$ 3,195.40 | 0.23000 | \$ 734.94 | \$ 3,930.34 |
| 3 | Care and Service Supervisor | SC | 0.00250 | \$ 51,738.96 | \$ 129.32 | 0.23000 | \$ 29.74 | \$ 159.07 |
| 3 | Care and Service Supervisor | WM | 0.00625 | \$ 69,178.10 | \$ 432.38 | 0.23000 | \$ 99.45 | \$ 531.83 |
| 3 | Care and Service Supervisor | DQ | 0.00250 | \$ 53,174.37 | \$ 132.91 | 0.23000 | \$ 30.57 | \$ 163.48 |
| 3 | Care and Service Coordinator | MA | 0.01250 | \$ 43,255.06 | \$ 540.80 | 0.23000 | \$ 124.38 | \$ 665.18 |
| 3 | Care and Service Coordinator | HB | 0.05000 | \$ 61,271.57 | \$ 3,063.84 | 0.23000 | \$ 704.68 | \$ 3,768.52 |
| 3 | Care and Service Coordinator | KC | 0.00250 | \$ 39,912.91 | \$ 99.79 | 0.23000 | \$ 22.95 | \$ 122.74 |

| | | | | | | | | |
|---|---|--------|---------|--------------|--------------|---------|-------------|--------------|
| 3 | Care and Service Coordinator | KC | 0.00625 | \$ 44,347.68 | \$ 277.16 | 0.23000 | \$ 63.75 | \$ 340.91 |
| 3 | Care and Service Coordinator | BF | 0.01875 | \$ 39,163.07 | \$ 734.37 | 0.23000 | \$ 168.91 | \$ 903.28 |
| 3 | Care and Service Coordinator | JH | 0.01875 | \$ 40,984.11 | \$ 768.30 | 0.23000 | \$ 176.71 | \$ 945.01 |
| 3 | Care and Service Coordinator | BM | 0.03751 | \$ 42,612.34 | \$ 1,598.22 | 0.23000 | \$ 367.59 | \$ 1,965.81 |
| 3 | Care and Service Coordinator | HM | 0.00625 | \$ 41,305.47 | \$ 258.18 | 0.23000 | \$ 59.38 | \$ 317.56 |
| 3 | Care and Service Coordinator | FO | 0.03750 | \$ 44,904.70 | \$ 1,684.02 | 0.23000 | \$ 387.32 | \$ 2,071.34 |
| 3 | Care and Service Coordinator | CR | 0.01250 | \$ 42,933.70 | \$ 536.64 | 0.23000 | \$ 123.43 | \$ 660.07 |
| 3 | Care and Service Coordinator | PS | 0.01250 | \$ 39,655.82 | \$ 495.82 | 0.23000 | \$ 114.04 | \$ 609.86 |
| 3 | Care and Service Coordinator | DT | 0.00625 | \$ 41,626.83 | \$ 260.13 | 0.23000 | \$ 59.83 | \$ 319.96 |
| 3 | Care and Service Coordinator | RV | 0.01250 | \$ 50,560.64 | \$ 632.06 | 0.23000 | \$ 145.37 | \$ 777.43 |
| 3 | Care and Service Coordinator | VACANT | 0.01250 | \$ 42,848.00 | \$ 535.60 | 0.23000 | \$ 123.19 | \$ 658.79 |
| 3 | Care and Service Coordinator Admin | JS | 0.00250 | \$ 45,118.94 | \$ 112.79 | 0.23000 | \$ 25.94 | \$ 138.73 |
| 3 | Care and Service Coordinator Admin | VACANT | 0.00625 | \$ 42,848.00 | \$ 267.80 | 0.23000 | \$ 61.59 | \$ 329.39 |
| 3 | CSC Director | ER | 0.01875 | \$ 83,917.81 | \$ 1,573.65 | 0.23000 | \$ 361.94 | \$ 1,935.59 |
| 3 | Associate Director Care and Service | KN | 0.02500 | \$ 60,000.00 | \$ 1,500.20 | 0.23000 | \$ 345.05 | \$ 1,845.25 |
| 3 | Information & Assistance | NA | 0.02500 | \$ 38,563.20 | \$ 964.08 | 0.23000 | \$ 221.74 | \$ 1,185.82 |
| 3 | Information & Assistance | DF | 0.01875 | \$ 40,555.63 | \$ 760.50 | 0.23000 | \$ 174.92 | \$ 935.42 |
| 3 | Information & Assistance | CM | 0.01875 | \$ 39,163.07 | \$ 734.37 | 0.23000 | \$ 168.91 | \$ 903.28 |
| 3 | Information & Assistance | MP | 0.01875 | \$ 39,634.40 | \$ 743.34 | 0.23000 | \$ 170.97 | \$ 914.31 |
| 3 | Nutrition Support/3SqVT Outreach Specialist | IK | 0.28756 | \$ 36,870.70 | \$ 10,602.54 | 0.23000 | \$ 2,438.58 | \$ 13,041.12 |
| 3 | Nutrition Support Specialist | EB | 0.05001 | \$ 28,745.65 | \$ 1,437.54 | 0.23000 | \$ 330.63 | \$ 1,768.17 |
| 3 | Nutrition Coordinator | ME | 0.01667 | \$ 32,730.52 | \$ 545.48 | 0.23000 | \$ 125.46 | \$ 670.94 |
| 3 | Nutrition Coordinator | PL | 0.01667 | \$ 44,397.60 | \$ 739.96 | 0.23000 | \$ 170.19 | \$ 910.15 |
| 3 | Nutrition Coordinator | VACANT | 0.00833 | \$ 29,640.00 | \$ 247.00 | 0.23000 | \$ 56.81 | \$ 303.81 |
| 3 | Associate Nutrition & Wellness Director | AM | 0.08809 | \$ 45,290.34 | \$ 3,989.44 | 0.23000 | \$ 917.57 | \$ 4,907.01 |
| 3 | Nutrition and Wellness Director | CM | 0.06250 | \$ 93,365.79 | \$ 5,835.70 | 0.23000 | \$ 1,342.21 | \$ 7,177.91 |
| 3 | Staff Assistant | JA | 0.01410 | \$ 69,148.94 | \$ 975.00 | 0.23000 | \$ 224.25 | \$ 1,199.25 |
| 3 | Options Counselor | CMG | 0.03750 | \$ 38,391.81 | \$ 1,439.88 | 0.23000 | \$ 331.17 | \$ 1,771.05 |
| 3 | Options Counselor | VACANT | 0.02568 | \$ 38,480.00 | \$ 988.00 | 0.23000 | \$ 227.24 | \$ 1,215.24 |
| 3 | SHIP Coordinator | MB | 0.00250 | \$ 42,676.61 | \$ 106.70 | 0.23000 | \$ 24.54 | \$ 131.25 |
| 3 | SHIP Coordinator | SO | 0.00250 | \$ 43,276.48 | \$ 108.21 | 0.23000 | \$ 24.89 | \$ 133.10 |
| 3 | 3SQVT Outreach Specialist | VACANT | 0.37500 | \$ 41,600.00 | \$ 15,600.00 | 0.23000 | \$ 3,588.00 | \$ 19,188.00 |
| 3 | 3SQVT Outreach Specialist | VACANT | 0.37500 | \$ 41,600.00 | \$ 15,600.00 | 0.23000 | \$ 3,588.00 | \$ 19,188.00 |
| 3 | Specialized Care and Service Coordinator | MM | 0.01250 | \$ 41,862.50 | \$ 523.38 | 0.23000 | \$ 120.38 | \$ 643.76 |

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|---|--|----------|---------|--------------|--------------|---------|--------------|--------------|
| 3 | Specialized Care and Service Coordinator | DS | 0.02500 | \$ 41,883.92 | \$ 1,047.28 | 0.23000 | \$ 240.87 | \$ 1,288.15 |
| 3 | Specialized Care and Service Coordinator | GS | 0.00625 | \$ 40,105.73 | \$ 250.64 | 0.23000 | \$ 57.65 | \$ 308.29 |
| 3 | Veteran Directed Care Program Lead | EL | 0.01250 | \$ 44,926.13 | \$ 561.60 | 0.23000 | \$ 129.17 | \$ 690.77 |
| 3 | Training & Dev Specialist | AP | 0.00250 | \$ 61,079.82 | \$ 152.72 | 0.23000 | \$ 35.13 | \$ 187.85 |
| 4 | Case Manager | MB | 0.025 | \$ 45,161.79 | \$ 1,129.04 | 0.391 | \$ 441.46 | \$ 1,570.50 |
| 4 | I&A Specialist | RB | 0.025 | \$ 42,762.30 | \$ 1,069.06 | 0.391 | \$ 418.00 | \$ 1,487.06 |
| 4 | Director of CM | DC | 0.0125 | \$ 67,378.48 | \$ 842.23 | 0.391 | \$ 329.31 | \$ 1,171.54 |
| 4 | Lead CM Supervisor | SD | 0.0125 | \$ 46,147.30 | \$ 576.84 | 0.391 | \$ 225.54 | \$ 802.39 |
| 4 | Case Manager | KE | 0.025 | \$ 52,381.68 | \$ 1,309.54 | 0.391 | \$ 512.03 | \$ 1,821.57 |
| 4 | I&A Specialist | HAYES | 0.0375 | \$ 42,848.00 | \$ 1,606.80 | 0.391 | \$ 628.26 | \$ 2,235.06 |
| 4 | Nutrition Outreach Specialist | HUGHES | 1 | \$ 40,705.60 | \$ 40,705.60 | 0.391 | \$ 15,915.89 | \$ 56,621.49 |
| 4 | Case Manager | DL | 0.00625 | \$ 43,897.78 | \$ 274.36 | 0.391 | \$ 107.28 | \$ 381.64 |
| 4 | I&A Specialist | CM | 0.0125 | \$ 52,381.68 | \$ 654.77 | 0.391 | \$ 256.02 | \$ 910.79 |
| 4 | Case Manager | WM | 0.0375 | \$ 52,381.68 | \$ 1,964.31 | 0.391 | \$ 768.05 | \$ 2,732.36 |
| 4 | Nutrition Director | KP | 0.0625 | \$ 62,922.29 | \$ 3,932.64 | 0.391 | \$ 1,537.66 | \$ 5,470.31 |
| 4 | Case Manager | JR | 0.0125 | \$ 41,776.80 | \$ 522.21 | 0.391 | \$ 204.18 | \$ 726.39 |
| 4 | Lead CM Supervisor | KRF | 0.0125 | \$ 46,147.30 | \$ 576.84 | 0.391 | \$ 225.54 | \$ 802.39 |
| 4 | Case Manager | RHYNAR D | 0.0375 | \$ 42,848.00 | \$ 1,606.80 | 0.391 | \$ 628.26 | \$ 2,235.06 |
| 4 | Case Manager | KATHRY N | 0.0125 | \$ 53,924.21 | \$ 674.05 | 0.391 | \$ 263.55 | \$ 937.61 |
| 4 | I&A Specialist | CS | 0.0625 | \$ 52,381.68 | \$ 3,273.86 | 0.391 | \$ 1,280.08 | \$ 4,553.93 |
| 4 | Case Manager | MT | 0.0125 | \$ 44,454.80 | \$ 555.69 | 0.391 | \$ 217.27 | \$ 772.96 |
| 4 | Case Manager | BT | 0.0125 | \$ 43,105.09 | \$ 538.81 | 0.391 | \$ 210.68 | \$ 749.49 |
| 4 | Case Manager | JV | 0.00625 | \$ 43,897.78 | \$ 274.36 | 0.391 | \$ 107.28 | \$ 381.64 |
| 4 | Case Manager | SW | 0.0125 | \$ 44,454.80 | \$ 555.69 | 0.391 | \$ 217.27 | \$ 772.96 |
| 5 | CCA Director | TP | 0.2 | \$ 66,597.60 | \$ 13,319.52 | 0.3546 | \$ 4,723.10 | \$ 18,042.62 |
| 5 | CCA Associate Director | LA | 0.15 | \$ 52,221.72 | \$ 7,833.26 | 0.3546 | \$ 2,777.67 | \$ 10,610.93 |
| 5 | CCA CSW | VACANT | 0.2 | \$ 43,617.48 | \$ 8,723.50 | 0.3546 | \$ 3,093.35 | \$ 11,816.85 |
| 5 | ACA Director | KH | 0.1 | \$ 57,759.09 | \$ 5,775.91 | 0.3546 | \$ 2,048.14 | \$ 7,824.05 |
| 5 | ACA CSW | DR | 0.15 | \$ 44,511.98 | \$ 6,676.80 | 0.3546 | \$ 2,367.59 | \$ 9,044.39 |
| 5 | FGICA - Director | RO | 0.075 | \$ 63,232.57 | \$ 4,742.44 | 0.3546 | \$ 1,681.67 | \$ 6,424.11 |
| 5 | FGICA - CSW | JAJ | 0.075 | \$ 44,511.98 | \$ 3,338.40 | 0.3546 | \$ 1,183.80 | \$ 4,522.20 |
| 5 | FGICA - Food Shelf Coord. | TA | 0.125 | \$ 47,344.56 | \$ 5,918.07 | 0.3546 | \$ 2,098.55 | \$ 8,016.62 |
| 5 | FGICA - CSW | RM | 0.1 | \$ 44,511.98 | \$ 4,451.20 | 0.3546 | \$ 1,578.39 | \$ 6,029.59 |
| 5 | Feeding Chittenden Director | RM | 0.0125 | \$ 86,021.01 | \$ 1,075.26 | 0.3546 | \$ 381.29 | \$ 1,456.55 |

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| 5 | FC -Distribution Coordinator | EA | 0.125 | \$ 44,511.98 | \$ 5,564.00 | 0.3546 | \$ 1,972.99 | \$ 7,536.99 |
| 5 | FC - Morning Sous Chef | DF | 0.125 | \$ 43,617.48 | \$ 5,452.19 | 0.3546 | \$ 1,933.35 | \$ 7,385.53 |
| 6 | Food shelf Coordinator | CC | 0.072470499 | \$ 41,000.00 | \$ 2,971.29 | 0.4 | \$ 1,188.52 | \$ 4,159.81 |
| 6 | Shelter Program Coordinator | KS | 0.072470499 | \$ 47,000.00 | \$ 3,406.11 | 0.4 | \$ 1,362.45 | \$ 4,768.56 |
| 6 | Shelter Case Manager | Vacant | 0.072470499 | \$ 39,000.00 | \$ 2,826.35 | 0.4 | \$ 1,130.54 | \$ 3,956.89 |
| 6 | Housing Support Case Manager | EM | 0.072470499 | \$ 42,000.00 | \$ 3,043.76 | 0.4 | \$ 1,217.50 | \$ 4,261.27 |
| 6 | Outreach Case Manager | ML | 0.072470499 | \$ 39,000.00 | \$ 2,826.35 | 0.4 | \$ 1,130.54 | \$ 3,956.89 |
| 6 | Outreach Case Manager | HM | 0.072470499 | \$ 39,000.00 | \$ 2,826.35 | 0.4 | \$ 1,130.54 | \$ 3,956.89 |
| 7 | Case Aide | VACANT | 0.2 | \$ 38,563.20 | \$ 7,712.64 | 0.5153203 5 | \$ 3,974.48 | \$ 11,687.12 |
| 7 | Case Manager | JR | 0.017902114 | \$ 38,563.20 | \$ 690.36 | 0.5153203 5 | \$ 355.76 | \$ 1,046.12 |
| 7 | Case Manager | KE | 0.017902114 | \$ 43,704.96 | \$ 782.41 | 0.5153203 5 | \$ 403.19 | \$ 1,185.60 |
| 7 | Case Manager | CG | 0.017902114 | \$ 39,407.31 | \$ 705.47 | 0.5153203 5 | \$ 363.55 | \$ 1,069.02 |
| 7 | Case Manager | DM | 0.017902114 | \$ 38,798.86 | \$ 694.58 | 0.5153203 5 | \$ 357.93 | \$ 1,052.51 |
| 7 | Case Manager | FW | 0.017902114 | \$ 35,015.39 | \$ 626.85 | 0.5153203 5 | \$ 323.03 | \$ 949.88 |
| 7 | Case Manager | LW | 0.017902114 | \$ 38,798.86 | \$ 694.58 | 0.5153203 5 | \$ 357.93 | \$ 1,052.51 |
| 7 | Case Manager | RM | 0.017902114 | \$ 38,563.20 | \$ 690.36 | 0.5153203 5 | \$ 355.76 | \$ 1,046.12 |
| 7 | Director of Care and Support | LL | 0.01 | \$ 42,890.85 | \$ 428.91 | 0.5153203 5 | \$ 221.03 | \$ 649.93 |
| 7 | Director of Care and Support | MD | 0.01 | \$ 42,890.85 | \$ 428.91 | 0.5153203 5 | \$ 221.03 | \$ 649.93 |
| 7 | Executive Director | MB | 0.01 | \$ 84,689.07 | \$ 846.89 | 0.5153203 5 | \$ 436.42 | \$ 1,283.31 |
| 7 | I&A Spec ST J | KR | 0.25 | \$ 39,591.55 | \$ 9,897.89 | 0.5153203 5 | \$ 5,100.58 | \$ 14,998.47 |
| 7 | I&A Specialist Newport | DM | 0.25 | \$ 37,406.30 | \$ 9,351.58 | 0.5153203 5 | \$ 4,819.06 | \$ 14,170.63 |
| 7 | Options Counselor | LC | 0.1 | \$ 42,076.74 | \$ 4,207.67 | 0.5153203 5 | \$ 2,168.30 | \$ 6,375.97 |
| 7 | Options Counselor | MC | 0.1 | \$ 39,013.10 | \$ 3,901.31 | 0.5153203 5 | \$ 2,010.42 | \$ 5,911.74 |
| 7 | Director of Communications | MR | 0.07 | \$ 52,488.80 | \$ 3,674.22 | 0.5153203 5 | \$ 1,893.40 | \$ 5,567.61 |
| 8 | 3 Squares VT Outreach | TS | 1.0 | \$ 29,952.00 | \$ 29,952.00 | 0.3283 | \$ 9,833.24 | \$ 39,785.24 |
| 8 | Case management supervisor | GH | 0.025 | \$ 77,937.60 | \$ 1,948.44 | 0.3283 | \$ 639.67 | \$ 2,588.11 |
| 8 | Case manager | RA | 0.03 | \$ 45,780.80 | \$ 1,373.42 | 0.3283 | \$ 450.90 | \$ 1,824.32 |
| 8 | Case manager | EB | 0.03 | \$ 52,416.00 | \$ 1,572.48 | 0.3283 | \$ 516.25 | \$ 2,088.73 |
| 8 | Case manager | LB | 0.038461538 | \$ 31,123.04 | \$ 1,197.04 | 0.3283 | \$ 392.99 | \$ 1,590.03 |
| 8 | Case manager | SD | 0.025 | \$ 45,780.80 | \$ 1,144.52 | 0.3283 | \$ 375.75 | \$ 1,520.27 |
| 8 | Case manager | AE | 0.0333333333 | \$ 38,469.60 | \$ 1,282.32 | 0.3283 | \$ 420.99 | \$ 1,703.31 |
| 8 | Case manager | PH | 0.027 | \$ 57,990.40 | \$ 1,565.74 | 0.3283 | \$ 514.03 | \$ 2,079.77 |
| 8 | Case manager | MH | 0.03 | \$ 45,988.80 | \$ 1,379.66 | 0.3283 | \$ 452.94 | \$ 1,832.61 |
| 8 | Case manager | CM | 0.03 | \$ 49,857.60 | \$ 1,495.73 | 0.3283 | \$ 491.05 | \$ 1,986.78 |

| | | | | | | | | | |
|----|---|--------|-------------|--------------|--------------|-----------|-------------|--------------|--------------|
| 8 | Case manager | CP | 0.03 | \$ 55,182.40 | \$ 1,655.47 | 0.3283 | \$ 543.49 | \$ 2,198.96 | |
| 8 | Community Outreach Nurse | AW | 0.06 | \$ 50,523.20 | \$ 3,031.39 | 0.3283 | \$ 995.21 | \$ 4,026.60 | |
| 8 | Community outreach case manager | ST | 0.041666667 | \$ 24,148.80 | \$ 1,006.20 | 0.3283 | \$ 330.34 | \$ 1,336.54 | |
| 8 | Information and Assistance Specialists | BK | 0.05 | \$ 39,894.40 | \$ 1,994.72 | 0.3283 | \$ 654.87 | \$ 2,649.59 | |
| 8 | Information and Assistance Specialists | MS | 0.05 | \$ 42,432.00 | \$ 2,121.60 | 0.3283 | \$ 696.52 | \$ 2,818.12 | |
| 8 | Data Specialist | JG | 0.15 | \$ 49,171.20 | \$ 7,375.68 | 0.3283 | \$ 2,421.44 | \$ 9,797.12 | |
| 8 | Community Outreach Specialist | JE | 0.15 | \$ 54,267.20 | \$ 8,140.08 | 0.3283 | \$ 2,672.39 | \$ 10,812.47 | |
| 8 | Medicare/SHIP Coordinator | PK | 0.046875 | \$ 36,358.40 | \$ 1,704.30 | 0.3283 | \$ 559.52 | \$ 2,263.82 | |
| 8 | Information, Assistance and Caregiver Support Manager | ME | 0.05 | \$ 57,678.40 | \$ 2,883.92 | 0.3283 | \$ 946.79 | \$ 3,830.71 | |
| 8 | Information and Assistance Intake Specialist | LW | 0.05 | \$ 37,502.40 | \$ 1,875.12 | 0.3283 | \$ 615.60 | \$ 2,490.72 | |
| 8 | Director of Social Services | VACANT | 0.025 | \$ 70,012.80 | \$ 1,750.32 | 0.3283 | \$ 574.63 | \$ 2,324.95 | |
| 8 | Nutrition & Wellness Director | WG | 0.2 | \$ 58,240.00 | \$ 11,648.00 | 0.3283 | \$ 3,824.04 | \$ 15,472.04 | |
| 9 | Family Services Director | PB | 0.05 | \$ 67,808.00 | \$ 3,390.40 | 0.2902 | \$ 983.89 | \$ 4,374.29 | |
| 9 | Family Services Worker 1 | JW | 0.0875 | \$ 38,646.00 | \$ 3,381.53 | 0.37202 | \$ 1,257.99 | \$ 4,639.52 | |
| 9 | Family Services Worker 2 | EC | 0.09375 | \$ 36,421.00 | \$ 3,414.47 | 0.35 | \$ 1,195.06 | \$ 4,609.53 | |
| 9 | Family Services Worker 3 | JS | 0.09375 | \$ 39,603.00 | \$ 3,712.78 | 0.37 | \$ 1,373.73 | \$ 5,086.51 | |
| 9 | Family Services Worker 4 | ST | 0.0875 | \$ 40,186.00 | \$ 3,516.28 | 0.41 | \$ 1,441.67 | \$ 4,957.95 | |
| 9 | Family Services Worker 5 | DQ | 0.0875 | \$ 39,915.00 | \$ 3,492.56 | 0.52 | \$ 1,816.13 | \$ 5,308.70 | |
| 9 | Family Services Worker 6 | AD | 0.0375 | \$ 36,400.00 | \$ 1,365.00 | 0.1101 | \$ 150.29 | \$ 1,515.29 | |
| 10 | 3 Squares | DW | 0.25 | \$ 10,301.20 | \$ 2,575.30 | 0.4157903 | \$ 56 | \$ 1,070.78 | \$ 3,646.08 |
| 10 | 3 Squares/Wellness | AW | 0.5 | \$ 35,900.80 | \$ 17,950.40 | 0.4157903 | \$ 56 | \$ 7,463.60 | \$ 25,414.00 |
| 10 | 3Sq Intake | VT | 0.75 | \$ 28,046.20 | \$ 21,034.65 | 0.4157903 | \$ 56 | \$ 8,746.00 | \$ 29,780.65 |
| 10 | Admin-Rut | AF | 0.00325 | \$ 21,956.48 | \$ 71.36 | 0.4157903 | \$ 56 | \$ 29.67 | \$ 101.03 |
| 10 | Aging Services Dir - Benn | VACANT | 0.01 | \$ 52,436.80 | \$ 524.37 | 0.4157903 | \$ 56 | \$ 218.03 | \$ 742.40 |
| 10 | Aging Services Dir - Rutland | VACANT | 0.01 | \$ 57,865.60 | \$ 578.66 | 0.4157903 | \$ 56 | \$ 240.60 | \$ 819.26 |
| 10 | Bennington Senior Case Manager | SB | 0.02 | \$ 55,432.00 | \$ 1,108.64 | 0.4157903 | \$ 56 | \$ 460.96 | \$ 1,569.60 |
| 10 | Business Operations Director | RG | 0.03 | \$ 64,812.80 | \$ 1,944.38 | 0.4157903 | \$ 56 | \$ 808.46 | \$ 2,752.84 |
| 10 | Case Mgr | BJ | 0.0075 | \$ 34,944.00 | \$ 262.08 | 0.4157903 | \$ 56 | \$ 108.97 | \$ 371.05 |
| 10 | Case Aide - Benn | DW | 0.0075 | \$ 20,602.40 | \$ 154.52 | 0.4157903 | \$ 56 | \$ 64.25 | \$ 218.77 |
| 10 | Case Mgr | AM | 0.015 | \$ 34,944.00 | \$ 524.16 | 0.4157903 | \$ 56 | \$ 217.94 | \$ 742.10 |
| 10 | Case Mgr | MG | 0.015 | \$ 34,944.00 | \$ 524.16 | 0.4157903 | \$ 56 | \$ 217.94 | \$ 742.10 |
| 10 | Case Mgr | MR | 0.01275 | \$ 34,944.00 | \$ 445.54 | 0.4157903 | \$ 56 | \$ 185.25 | \$ 630.79 |
| 10 | Case Mgr | VACANT | 0.015 | \$ 34,944.00 | \$ 524.16 | 0.4157903 | \$ 56 | \$ 217.94 | \$ 742.10 |

| | | | | | | | | |
|----|--|--------|----------|--------------|---------------|-----------------|---------------|-----------------|
| 10 | Case Mgr | KC | 0.015 | \$ 35,609.60 | \$ 534.14 | 0.4157903 56 | \$ 222.09 | \$ 756.24 |
| 10 | Case Mgr | VACANT | 0.0135 | \$ 32,219.20 | \$ 434.96 | 0.4157903 56 | \$ 180.85 | \$ 615.81 |
| 10 | Case Mgr | VACANT | 0.015 | \$ 34,944.00 | \$ 524.16 | 0.4157903 56 | \$ 217.94 | \$ 742.10 |
| 10 | Case Mgr | VP | 0.015 | \$ 36,275.20 | \$ 544.13 | 0.4157903 56 | \$ 226.24 | \$ 770.37 |
| 10 | Case Mgr | AD | 0.015 | \$ 35,609.60 | \$ 534.14 | 0.4157903 56 | \$ 222.09 | \$ 756.24 |
| 10 | Case Mgr | GWB | 0.012 | \$ 42,082.56 | \$ 504.99 | 0.4157903 56 | \$ 209.97 | \$ 714.96 |
| 10 | Comm And Dev Coordinator | EG | 0.005 | \$ 16,307.20 | \$ 81.54 | 0.4157903 56 | \$ 33.90 | \$ 115.44 |
| 10 | Data Mgr | JH | 0.0075 | \$ 21,226.40 | \$ 159.20 | 0.4157903 56 | \$ 66.19 | \$ 225.39 |
| 10 | Dev & Commun. Director | CA | 0.01 | \$ 51,396.80 | \$ 513.97 | 0.4157903 56 | \$ 213.70 | \$ 727.67 |
| 10 | I & A | CA | 0.02 | \$ 47,798.40 | \$ 955.97 | 0.4157903 56 | \$ 397.48 | \$ 1,353.45 |
| 10 | I & A | LD | 0.01 | \$ 17,513.60 | \$ 175.14 | 0.4157903 56 | \$ 72.82 | \$ 247.96 |
| 10 | I & A | MM | 0.02 | \$ 36,816.00 | \$ 736.32 | 0.4157903 56 | \$ 306.15 | \$ 1,042.47 |
| 10 | Nutrition Director | CA | 0.05 | \$ 53,747.20 | \$ 2,687.36 | 0.4157903 56 | \$ 1,117.38 | \$ 3,804.74 |
| 10 | Options Counselor | SB | 0.015 | \$ 68,764.80 | \$ 1,031.47 | 0.4157903 56 | \$ 428.88 | \$ 1,460.35 |
| 10 | Rutland Senior Case Manager | KC | 0.02 | \$ 55,369.60 | \$ 1,107.39 | 0.4157903 56 | \$ 460.44 | \$ 1,567.83 |
| 10 | Executive Director | PZ | 0.01 | \$ 89,980.80 | \$ 899.81 | 0.4157903 56 | \$ 374.13 | \$ 1,273.94 |
| 11 | Director of Community Resources | EC | 0.82 | \$ 72,800.00 | \$ 59,696.00 | 0.37 | \$ 21,944.84 | \$ 81,640.84 |
| 11 | Assoc. Manager of 3SVT Community Engagement | FL | 0.85 | \$ 48,672.00 | \$ 41,371.20 | 0.31 | \$ 12,834.14 | \$ 54,205.34 |
| 11 | 3SVT Resource Specialist | MP | 0.92 | \$ 43,264.00 | \$ 39,802.88 | 0.33 | \$ 13,283.88 | \$ 53,086.76 |
| 12 | Benefits Programs Assistant Administrator | JD | 0.7 | \$ 72,860.59 | \$ 51,002.41 | 0.3911324 | \$ 19,948.70 | \$ 70,951.11 |
| 12 | Benefits Programs Administrator | AC | 0.3 | \$ 84,743.84 | \$ 25,423.15 | 0.304259 | \$ 7,735.22 | \$ 33,158.37 |
| | TOTAL | | 19.20490 | \$ | \$ 882,125.04 | | \$ 293,578.21 | \$ 1,175,703.25 |

Note: this is embedded within the attached Excel Workbook: Statewide FFY22 3SVT Project Summary under tab StatewideStaffingDetail.

6. Outreach Project Budget Details and Narratives

Outreach Project Budget Details

Please see Attachments. Each project has their own budget detail. All subrecipients/projects listed in the plan operate under executed grant agreements with the State of Vermont to deliver SNAP services., Funds held by a subrecipient are not considered private cash and need not be “donated” to the State agency to be expended for SNAP purposes or reimbursed by FNS. Please see attached Excel Workbook: Statewide FFY22 3SVT Outreach Project Summary for all projects Budget Details.

Project Budget/Justification Overview:

The state plan budget is for the second year (FFY22) of a three-year Outreach Plan and does not include in-kind contributions. The plan excludes any costs or activity related to the use of billboards or paid television or radio ads, or any marketing activity that would otherwise include any persuasive messaging which is prohibited by FNS. This plan provides only budget data for the second year of the three-year plan (FFY22) because the availability of nonfederal reimbursement funds, or how costs may be apportioned among line items, cannot be predicted years in advance.

Any dollar amounts identified in the project budget in this plan reflect the total amount budgeted and anticipates a 50% reimbursement from the federal government. All subrecipients listed in the plan operate under executed grant agreements with the State agency to deliver SNAP services. Therefore, funds held by a subrecipient are not considered private cash and need not be “donated” to the State agency to be expended for SNAP purposes or reimbursed by FNS.

Private cash will be provided in the form of subrecipient expenditures made from nonfederal funds for allowable SNAP services. Additionally, some private dollars will be from fund raising initiatives agencies use to generate private cash donations as well as grants from entities such as United Way or foundations. The grant agreements for agencies using private funds require them to separately report expenditures of private and public funds to assure that the private funds are: (1) verifiable; (2) not contributed to another federally assisted program; (3) necessary and reasonable for the accomplishment of program objectives; (4) charges that would be allowable; (5) in the approved grant budget; and (6) not paid for by the federal government under any other assistance agreements.

SHARED COSTS: Costs shared by different programs (e.g., space, administrative support, telephone, liability insurance) are budgeted in accordance with subrecipient cost allocation plans that are subject to review by state auditors and FNS upon request. Allocation plans differ among subrecipients. Most allocate shared costs according to the percentage of FTE’s performing Outreach services, although some allocate space/utility costs according to the percentage of square footage used by the different programs; each allocation method is reviewed by the State to ensure it is in alignment with both Uniform Guidance and FNS guidance. Please see individual project budget narratives in the Budget Narrative/Justification by Project section below for further details.

Budget Narrative/Justification by Project:

The state of Vermont holds executed grant agreements with 11 partner organizations for FFY22. Grant agreements are available to FNS for review, upon request. All subrecipients/projects listed in the plan operate under executed grant agreements with the State of Vermont to deliver SNAP services.

Project 1: HFVT Budget Narrative

Personnel Costs:

- Wages/Salaries: Costs are based on the actual hourly wages for staff (or staffing positions in the event of a vacancy) who perform 3SVT Outreach services identified in the Project's Staffing Detail and the anticipated number of hours per week the services will be performed for each staff member/position. Work to be performed by each position was provided to ESD for review.
 - \$164,504.70
- Fringe costs: Fringe costs include worker's compensation, HSA and HRA contributions, medical insurance, FICA, and an employer retirement match. Fringe costs are based on an agency-wide ratio of benefits to total amount of salaries organization-wide and are re-assessed annually, using actual costs.
 - $.25 \times \$164,504.70$ (25% x Total Salaries) = \$41,126.18

Direct Operating Costs:

- Copying/Printing Materials:
 - The in-house printing rate is currently \$.075 for single sided color, \$.135 for double sided color. HFVT is estimating that they will print 11,044 double sided copies at \$.135 each for a total of \$1490.94. HFVT received an outside print quote for 2 upcoming print jobs totaling \$3735.35 (this will be billed bases on actuals).
 - $\$1490.94 + \$3735.35 = \$5,226.29$
- Internet/Telephone: \$0.00
- Equipment/Capital Expenditures: \$0.00
- Supplies: Current USPS postage rates were used to determine postage costs and actual costs through HFVT's supplier were used to determine the costs for the purchase of folders, manila envelopes, and shipping boxes.
 - $30 \text{ packages} \times \$25 = \$750$; $1 \text{ mailing to } 10,000 \text{ individuals} \times \$0.19 = \$1,900$; $60 \text{ 3SVT Manuals} \times \$1.40 = \$84$; $7 \text{ trainings} \times 14 \text{ participants each} \times \$1.40 = \$137.20$; and \$648.35 estimated for supplies to support SNAP trainings, conferences, workgroup, and other allowable, reasonable, and necessary SNAP outreach activities.
 - $\$750 + \$1,900 + \$84 + \$137.20 + \$648.35 = \$3,519.55$
- Building/Space: Costs are allocated using the Federally approved square footage method and include rent and common area maintenance (i.e., heat, plowing, mowing, cleaning of common spaces, etc.).
 - Total square feet occupied = 5,125 sq ft; Total Hunger Free Vermont Staff=17 and SNAP Outreach Staff = 12, $12/17=.705$; $5,125 \text{ sq ft} \times .705 \text{ staff} = 3,617.63 \text{ sq ft}$
 - Average staff time spent on grant = $.3072 \times 3,617.63 \text{ sq ft} = 1,111.33 \text{ sq ft}$
 - $1,111.33/5,125 = .216847$
 - Total rent for grant year = $100,150.00 \times .216847 = \$21,717.23$ budgeted for SNAP Outreach building space.
- Contractual (Graphic Design): Design and website maintenance by HFVT's graphic design consultant
 - $15 \text{ hours per month} \times \$43.96 \text{ per hour} = \$7,912.80$

- Presenter Fees for 3SquaresVT Outreach Conference: Offered to presenters at the annual 3SVT Outreach Conference.
 - \$100 per presenter x 10 presenters = \$1,000.00
- Translation and Interpretation Services: Anticipated costs, based on prior's years actual rates for the same services, for translating Outreach materials into various languages & interpretation services necessary to ensure SNAP trainings are available to people in all languages, including American Sign Language:
 - \$1,000 for interpretation services + \$1,500 for translation services = \$2,500.00
- Long Distance Travel: These costs include airfare, ground/public transportation, hotel room, and conference registration fees for two HFVT staff members. Two Staff members will attend the National Anti-hunger Conference in Washington D.C. to learn about the effective SNAP outreach initiatives, strategies, and best practices from SNAP outreach organizations in other States. Those attending will focus their attention solely on aspects of the conference related to outreach. Funding for this trip includes transportation \$500 x 2 staff, Hotel room for 2 nights x 2 staff, and conference registration fee \$350 x 2 staff.
 - $(\$500 \times 2) + (\$525 \times 2) + (\$350 \times 2) = \$2,750.00$
- Local Travel: HFVT has internal personnel policies when determining whether personal or rental cars are used. HFVT utilizes the current Federal rate for mileage reimbursement.
 - Rental cars are \$49.99 per trip (\$34.99 daily fee for rental car + gas costs averaging \$15.00 per trip).
 - $(\$49.99 \times 35) + (\$0.58 \times 1,150 \text{ miles}) = \$2,416.65$

Indirect Costs:

- The partner uses the de minimis Indirect Rate of 10% of Total Modified Direct Costs.
 - $.1 \times \$252,673.40 = \$25,267.34$.

Overall Project #1 Total Budget: \$277,940.74

Project 2: BROC Budget Narrative

Personnel Costs:

- Wages/Salaries: Costs are based on the actual hourly wages for staff (or staffing positions in the event of a vacancy) who perform 3SVT Outreach services identified in the Project's Staffing Detail and the anticipated number of hours per week the services will be performed for each staff member/position. Work to be performed by each position was provided to ESD for review.
 - \$25,256.00
- Fringe costs: Fringe costs include unemployment insurance, worker's compensation, FICA, health insurance, dental insurance, life insurance, and an employer 401(k) match. Fringe costs are based on an agency-wide ratio of benefits to total amount of salaries organization-wide and are re-assessed annually, using actual costs.
 - $.3745 \times \$25,256.00$ (37.45% x Total Salaries) = \$9,458.37

Direct Operating Costs:

- Copying/Printing Materials: BROC’s copying costs are incurred at a rate of \$0.20 per copy.
 - 300 x \$0.20 = \$60.00
- Internet/Telephone: Costs are allocated using the Federally approved square footage method and include staff telephone and cell phone costs for the Rutland and Bennington offices.

| | Rutland | Bennington | Total |
|--|------------------|-------------------|------------------|
| | 10,240 | 3,944 | |
| 3 Square Staff space | 690 | 120 | |
| Staff | 4 | 1 | 5 |
| Total staff at Location | 34 | 15 | |
| Average Staff Time | 9.50% | 12.50% | |
| Outreach Staff % | 11.76% | 6.67% | |
| Chargeable Staff Sq Ft | 81 | 8 | |
| % of square feet chargeable to SNAP | 0.79% | 0.20% | |
| Total Cost at location | \$ 14,636.00 | \$ 5,500.00 | |
| 3 Square Staff Space Allocation | \$ 116.03 | \$ 11.16 | \$ 127.18 |
| Cell phones- Annual Cost | 916.39 | 916.39 | |
| | | Bennington | |
| | | Director | |
| | | County | |
| | | Supervisor | |
| Amount of time charged to SNAP | 1.50% | 10.41% | |
| Cell phone Allocation | 13.75 | 95.38 | 109.12 |
| Grand Total Telecom | \$ 129.77 | \$ 106.53 | |

- \$129.77 + \$106.53 = \$236.31
- Equipment/Capital Expenditures: \$0.00
- Supplies: Based on actual costs of copy paper and printer ink cartridges.
 - (4 boxes of paper x \$40) + (3 toner cartridges x \$57.67) = \$333.00
- Building/Space: Costs are allocated using the Federally approved square footage method.

| | Rutland | Bennington | Total |
|-------------------------------------|---------------|--------------|-------|
| | 10,240 | 3,944 | |
| 3 Square Staff space | 690 | 120 | |
| Staff | 4 | 1 | 5 |
| Total staff at Location | 34 | 15 | 49 |
| Average Staff Time | 9.50% | 12.50% | |
| Outreach Staff % | 11.76% | 6.67% | |
| Chargeable Staff Sq Ft | 81 | 8 | |
| % of square feet chargeable to SNAP | 0.79% | 0.20% | |
| Total Cost at location | \$ 237,900.00 | \$ 53,000.00 | |
| 3 Square Staff Space Allocation | \$ 1,886.00 | \$ 108.00 | |

- \$1,886.00 + \$108.00 = \$1,994.00
- Local Travel: BROC utilizes the Federal rate for mileage reimbursement of \$0.56.
 - \$0.56 x 612.5 miles = \$342.99

Indirect Costs:

- The partner has a provisional federally negotiated rate that expires on 9/30/22. This rate (30.3% of wages) has been temporarily applied to this project budget. Once the rate letter applicable to FFY22 has been received, the budget will be reviewed to be in compliance with the new rate letter.
 - .303 x \$25,256.00 = \$7,652.57.

Overall Project #2 Total Budget: \$45,333.24

Project 3: Age Well Budget Narrative:Personnel Costs:

- Wages/Salaries: Costs are based on the actual hourly wages for staff (or staffing positions in the event of a vacancy) who perform 3SVT Outreach services identified in the Project's Staffing Detail and the anticipated number of hours per week the services will be performed for each staff member/position. Work to be performed by each position was provided to ESD for review.
 - \$106,301.57
- Fringe costs: Fringe costs include unemployment insurance, worker's compensation, FICA, health insurance, dental insurance, vision insurance, disability insurance, and HRA expenses. Fringe costs are calculated by compiling the listed costs paid out directly by Age Well less the employee's cost withheld from their bi-weekly paychecks. The calculation provides the true cost to the organization. All staff receive the same benefits and not based on their position type.
 - \$24,449.36

Direct Operating Costs:

- Copying/Printing Materials: Age Well's copying costs are incurred at a rate of \$0.09 per copy. They estimate using 1,000 copies per month and 600 SNAP outreach information documents throughout the grant term.
 $(1,000 \times 12 \text{ months}) \times .09 \text{ copy cost} = \$1,080.0$
 $(600 \times .09 \text{ Copy cost}) = \54.00
 - $\$1,080.00 + \$54.00 = \$1,134.00$
- Internet/Telephone: Age Well is estimating 125 SNAP calls per quarter out of a total of 1996 Information and Assistance calls. This equals 6.26% of the total calls received. The total cost of the telephone and internet service is \$4,992.00/year.
 $\$4,992.00 \times .0626 = \313.00 (rounded) --
 - \$313.00
- Equipment/Capital Expenditures:
 - \$0.00
- Supplies: Age Well is claiming postage for this expenditure. They plan on mailing 12,600 pieces of SNAP informational mail.
 $12,600 \times \$0.55 = \$6,930.00$
 - \$6,930.00
- Building/Space: Age Well owns three properties they use for SNAP outreach--one in Colchester, one in St. Albans, and one in Middlebury. Costs include depreciation expenses, maintenance, and utility costs.

Colchester Property:

Total square feet occupied for Colchester Owned Property = 10,500 sq. ft.

Total Staff = 53; SNAP Outreach Staff = 33

SNAP outreach staff % = $33/53 = 62.26\%$

Square footage used by SNAP outreach staff = $10,500 \times 62.26\% = 6,537.30 \text{ sq. ft.}$

Avg % of time each SNAP staff member works on SNAP = 9.02%

SNAP Sq Ft = $9.02\% \times 6,537.30 \text{ sq. ft.} = 589.66 \text{ sq. ft.}$

% of Sq FT chargeable to SNAP = $589.66/10,500 = 5.62\%$

Total FY22 cost for depreciation, utilities and maintenance = \$63,905

$\$63,905 \times 5.62\% = \$3,591.46$ rounded to $\$3,591.00$ charged to Grant

St. Albans Property:

Total square feet occupied for St. Albans Owned Property = 3,565 sq. ft.
 Total Staff = 8; SNAP Outreach Staff = 8
 SNAP outreach staff % = $8/8 = 100\%$
 Square footage used by SNAP outreach staff = $3,565 \times 100\% = 3,565$ sq. ft.
 Avg. % of time each SNAP staff member works on SNAP = 2.02%
 SNAP sq. ft. = $2.02\% \times 3,565$ sq. ft. = 72.01 sq. ft.
 % of sq. ft. chargeable to SNAP = $72.01/3,565 = 2.02\%$
 Total FY22 cost for depreciation, utilities and maintenance = $\$34,024$
 $\$34,024 \times 2.02\% = \687.28 rounded to $\$687.00$ charged to Grant

Middlebury Property:

Total square feet occupied for Middlebury Owned Property = 1,511 sq. ft.
 Total Staff = 4; SNAP Outreach Staff = 4
 SNAP outreach staff % = $4/4 = 100\%$
 Square footage used by SNAP outreach staff = $1,511 \times 100\% = 1,511$ sq. ft.
 Avg. % of time each SNAP staff member works on SNAP = 2.19%
 SNAP sq. ft. = $2.19\% \times 1,511$ sq. ft. = 33.09 sq. ft.
 % of sq. ft. chargeable to SNAP = $33.09/1511 = 2.19\%$
 Total FY21 cost for depreciation, utilities, and maintenance = $\$25,175$
 $\$25,175 \times 2.19\% = \551.33 round to $\$551.00$ charged to Grant

Total expenses: $\$3591.00 + \$687.00 + \$551.00 = \$4,829.00$
 ○ $\$4,829.00$

- Interpretation Services
 - $\$0.00$

- Travel
 - $\$0.00$

Indirect Costs: The partner uses de minimis rate of 10% of the total modified direct costs.
 ○ $10\% \times \$143,956.93 = \$14,395.69$

Overall Project #3 Total Budget: $\$158,352.62$

Project 4: CVCOA Budget Narrative:

Personnel Costs:

- Wages/Salaries: Costs are based on the actual hourly wages for staff (or staffing positions in the event of a vacancy) who perform 3SVT Outreach services identified in the Project's Staffing Detail and the anticipated number of hours per week the services will be performed for each staff member/position. Work to be performed by each

position was provided to ESD for review.

- \$62,643.51

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Fringe costs: Fringe costs include unemployment insurance, worker's compensation, FICA, health insurance, dental insurance, vision insurance, disability insurance, and retirement plan employer contribution. Fringe costs are calculated on agency-wide ratio of benefits to total amount of salaries organization-wide. The resulting rate being utilized is 39.1%. All full-time staff are offered the same health plan options regardless of positions.

$\$62,643.51 \times .391 = \$24,493.61$

- \$24,493.61

Direct Operating Costs:

- The partner chose to not include any direct operating costs in the project budget.
 - Copying/Printing Materials: \$0.00
 - Internet/Telephone: \$0.00
 - Equipment/Capital Expenditures: \$0.00
 - Supplies: \$0.00
 - Building/Space: \$0.00
 - Interpretation Services \$0.00
 - Travel: \$0.00

Indirect Costs:

- The partner uses de minimis rate of 10% of the total modified direct costs.
 - $10\% \times \$87,137.12 = \$8,713.72$

Overall Project #4 Total Budget: \$95,850.84

Project 5: CVOEO Budget Narrative:

Personnel Costs:

- Wages/Salaries: Costs are based on the actual hourly wages for staff (or staffing positions in the event of a vacancy) who perform 3SVT Outreach services identified in the Project's Staffing Detail and the anticipated number of hours per week the services will be performed for each staff member/position. Work to be performed by each position was provided to ESD for review.
 - \$72,870.54
- Fringe costs: Fringe costs include unemployment insurance, worker's compensation, FICA, health insurance, dental insurance, vision insurance, disability insurance. Fringe costs are calculated by full-time program year and part-time rates. Every position receives the same benefits, there is not distinction by position.
 - \$25,839.89

Direct Operating Costs:

- Copying/Printing Materials: CVOEO plans on printing 200 3SVT tear off posters @ \$0.90 each, 800 color copies of 3SVT promotional materials @\$0.05 each, and printing posters for public displays @\$67.50 for each of the four offices.

$$(200*.90) + (8000 *.05) + (4* 67.50) = \$850.00$$

- \$850.00

- Internet/Telephone: The telephone and internet expenses are for normal telephone and internet usage by staff. Telephone and internet site expenses are allocated to employees based on the number of employees at a site. The telephone expenses per employee are then allocated to the grants based on the percentage of actual time the individual works on the grant.

CCA Location: \$5,401.57 per year/8.5 FTE = \$635.48 per FTE X .55 FTE = \$349.51.

ACA Location: \$3,427.20 per year/3.5 FTE = \$979.20 per FTE X .25 FTE = \$244.80;

FGICA Location: \$8,425.93 per year/10.9 FTE = \$773.02 per FTE X .375 FTE = \$289.88.

FC Location: \$9,922.91 per year/14 FTE = \$708.92 per FTE X .2625 FTE = \$186.09

- \$349.51 + \$244.80 + \$289.88 + \$186.09 = \$1,070.28

- Equipment/Capital Expenditures:

- \$0.00

- Supplies: This represents general office and desk supplies (pens, paper, toner, etc.) used for 3SVT Outreach reasonable, allowable, and necessary activities for the 12 staff associated with 3SVT Outreach at the four office locations (FGICA, Addison CA, Chittenden CA, and Feeding Chittenden). General Site Supplies based on 4 locations at \$335 each = \$1,340 made up of: Postage @ \$.50 per mailing X 400 = \$200; Postage @ \$1.20 per mailing X 300 = \$360; Paper @ 100 X 4 sites = \$400; Pens @ \$45 X 4 sites = \$180; Toner @ 50 X 4 sites = \$200

- \$200.00 + \$360.00 + \$400.00 + \$180.00 + \$200.00 = \$1,340.00

- Building/Space: Direct space includes rent, utilities, and space maintenance. Space expenses are allocated to employees based on the number of employees at a site. The space expenses per employee are then allocated to the grants based on the percentage of actual time the employee works on the grant.

CCA: \$24,471.76 per year/8.5 FTE = \$2,879.03 per FTE X .55 FTE = \$1,583.46.

ACA: \$43,516.46 per year/3.5 FTE = \$12,433.27 per FTE X .25 FTE = \$3,108.31;

FGICA: \$84,495.05 per year/10.9 FTE = \$7,751.84 per FTE X .375 FTE = \$2,906.94;

FC: \$63,768.65 per year/14 FTE = \$4,554.90 per FTE X .2625 FTE = \$1,195.66

- \$1,583.46 + \$3,108.31 + \$2,906.94 + \$1,195.66 = \$8,794.37

- Interpretation Services

- \$0.00

- Travel: CVOEO has accounting policies setting the rate for mileage reimbursement at the current federal reimbursement rate. Mileage consists of making home visits to clients, attending workgroup and other meetings/trainings, and distributing materials to outreach venues. 425 miles X \$0.56 = \$238.00

- \$238.00

Indirect Costs:

- The partner has a provisional federally negotiated rate that expires on 9/30/24. This rate (21.6% of wages, excluding fringe benefits) has been temporarily applied to this project budget. Once the final rate letter applicable to FFY22 has been received, the budget will be reviewed to be in compliance with the new rate letter.

- .216 x \$72,870.54 = \$15,740.04.

Overall Project #5 Total Budget: \$126,743.12

Project 6: Groundworks Budget Narrative:

Personnel Costs:

- Wages/Salaries: Costs are based on the actual hourly wages for staff (or staffing positions in the event of a vacancy) who perform 3SVT Outreach services identified in the Project's Staffing Detail and the anticipated number of hours per week the services will be performed for each staff member/position. Work to be performed by each position was provided to ESD for review.
 - \$17,900.21
- Fringe costs: Fringe costs include unemployment insurance, worker's compensation, FICA, health insurance, dental insurance, vision insurance, disability insurance. Fringe rate varies from employee to employee and are based on actual costs. For budget and application purposes, an average fringe rate is provided, which is calculated by the total of the six fringe budgets for the employees on the grant divided by the total of their salaries. The resulting fringe rate for budgeting purposes is 40% of salary costs.
 - $\$17,900.21 * .40 = \$7,160.09$

Direct Operating Costs:

- The partner chose to not include any direct operating costs in the project budget.
 - Copying/Printing Materials: \$0.00
 - Internet/Telephone: \$0.00
 - Equipment/Capital Expenditures: \$0.00
 - Supplies: \$0.00
 - Building/Space: \$0.00
 - Interpretation Services \$0.00
 - Travel: \$0.00

Indirect Costs:

- The partner chose to use an indirect rate lower than the allowable de minimis rate. The partner's indirect rate is based on 10% of the total salaries and wages only.
 - $10\% \times \$17,900.21 = \$1,790.02$

Overall Project #6 Total Budget: \$26,850.32

Project 7: NEKCOA Budget Narrative:

Personnel Costs:

- Wages/Salaries: Costs are based on the actual hourly wages for staff (or staffing positions in the event of a vacancy) who perform 3SVT Outreach services identified in the Project's Staffing Detail and the anticipated number of hours per week the services will be performed for each staff member/position. Work to be performed by each position was provided to ESD for review.
 - \$45,334.63
- Fringe costs: Fringe costs include unemployment insurance, worker's compensation,

FICA, health insurance, dental insurance, vision insurance, disability insurance, and pension (51.53% of Personnel). Fringe is available to all staff; costs are estimated bases on current costs plus inflation. The rate is bases on total agency fringe/ total agency salaries.

- \$23,361.86

Direct Operating Costs:

- Copying/Printing Materials: \$0.00
- Internet/Telephone: \$0.00
- Equipment/Capital Expenditures: \$0.00
- Supplies: \$0.00
- Building/Space: Cost includes rent, utilities, cleaning, etc.. The partner is utilizing the Federally approved square feet methodology to determine the portion of building/space costs allocable to this grant award.
Total anticipated building/space costs: \$106,161.00,
Total square footage: 6,746,
Cost per sq ft: $\$106,161.00/6,746 = \15.74 ,
3SVT square footage: 175 sq ft,
3SVT anticipated cost: $175 \times \$15.74 = \text{approximately } \2753.95
 - \$2753.95
- Interpretation Services \$0.00
- Travel: home visits, attending statewide monthly, quarterly meetings
3,500 miles x \$0.51/mile = \$1,785.00
 - \$1,785.00

Indirect Costs:

- The partner uses de minimis rate of 10% of the total modified direct costs.
 - $10\% \times \$73,235.44 = \$7,323.54$

Overall Project #7 Total Budget: \$80,558.98

Project 8: Senior Solutions Budget Narrative:

Personnel Costs:

- Wages/Salaries: Costs are based on the actual hourly wages for staff (or staffing positions in the event of a vacancy) who perform 3SVT Outreach services identified in the Project's Staffing Detail and the anticipated number of hours per week the services will be performed for each staff member/position. Work to be performed by each position was provided to ESD for review.
 - \$88,098.16
- Fringe costs: Fringe costs include unemployment insurance, worker's compensation, FICA, health insurance, dental insurance, vision insurance, disability insurance, and pension. Fringe costs are calculated by the total salaries based on the overall agency costs of fringe benefits to overall agency salaries, which is 32.83%.
 - \$28,922.62

Direct Operating Costs:

- Copying/Printing Materials: Senior Solutions plans to do two 3SquaresVT mailings per year.
Mailing size totaling approximately 5,000: postage and processing costs: \$950.00 and materials costs: \$1,032.50.
Printing of cards for outreach and other mailings: \$850.00
 - $\$950.00 + \$1,032.50 + \$850.00 = \2832.50
- Internet/Telephone: \$0.00
- Equipment/Capital Expenditures: \$0.00
- Supplies: \$0.00
 - Building/Space: Building/space costs were allocated based on price per square foot for each location. The square footage for office was calculated from total square footage, breaking out common area square footage and office square footage, to determine the cost attributable to 3SVT Outreach based on 3SVT Outreach FTEs (based on an agreed upon 1.9 FTE between ESD and the vendor because Senior Solutions employees are part-time positions).

| | Facility Locations: | Springfield | Brattleboro | White River |
|---|---------------------|-------------------|-----------------|-----------------|
| Total Cost for Building Space | | \$93,923.00 | \$22,296.00 | \$12,804.00 |
| Total Square Footage | | 6375 | 1663 | 639 |
| Common Area Square Footage | | 3109 | 919 | 248 |
| Common Area % | | 48.77% | 55.26% | 38.81% |
| Common Area Cost | | \$45,804.96 | \$12,321.12 | \$4,969.31 |
| Common Area Cost per Square foot | | \$14.73 | \$13.41 | \$20.04 |
| Net Office Square Footage | | 3266 | 744 | 391 |
| Office Area % | | 51.23% | 44.74% | 61.19% |
| Office Area Cost | | \$48,118.04 | \$9,974.88 | \$7,834.69 |
| Office Area Cost per Square foot | | \$14.73 | \$13.41 | \$20.04 |
| Total FTE (all staff) | 30.5 FTE Total | 25.1 | 3.75 | 1.65 |
| 3SVT Outreach Staff FTE | | 1.77 | 0.08 | 0.05 |
| % of Staff Time for 3SVT Outreach (3SVT Outreach FTE/Total FTE) | | 7.05% | 2.13% | 3.03% |
| Common Area Cost | | | | |
| 3SVT Outreach staff total Common Area SQFT | | 219 | 20 | 8 |
| 3SVT Outreach staff total Common Area Cost | | \$3,230.07 | \$262.85 | \$150.59 |
| Office Area Cost | | | | |
| 3SVT Outreach staff office sq footage | | 230 | 16 | 12 |
| 3SVT Outreach staff office sq footage Cost | | \$3,393.18 | \$212.80 | \$237.41 |
| Total 3SVT Building/Space Costs per location | | \$6,623.26 | \$475.65 | \$388.00 |
| Total 3SVT Building/Space Costs: | \$7,486.90 | | | |

\$7,486.90

- Interpretation Services \$0.00
- Travel: Travel is required to attend regional and statewide meetings related to 3SquaresVT program, community outreach as outlined in work plan, trainings relevant to the program, and home visits to elders in need who cannot drive or leave their homes to help complete applications. Mileage is based on pre-pandemic estimates. 12,212.36 miles @ \$.55 per mile.
 - \$6,716.80

Indirect Costs:

- The partner uses de minimis rate of 10% of the total modified direct costs.
 - 10% x \$135,056.98 = \$13,405.70

Overall Project #8 Total Budget: \$147,462.68

Project 9: SEVCA Budget Narrative

Personnel Costs:

- Wages/Salaries: Costs are based on the actual hourly wages for staff (or staffing positions in the event of a vacancy) who perform 3SVT Outreach services identified in the Project's Staffing Detail and the anticipated number of hours per week the services will be performed for each staff member/position. Work to be performed by each position was provided to ESD for review.
 - \$22,273.03
- Fringe costs: Fringe costs include unemployment insurance, worker's compensation, FICA, health insurance, dental insurance, vision insurance, disability insurance, and an employer match of up to 4% of annual salary. Fringe costs are calculated on an employee-by-employee basis, using actual costs.
 - \$8,218.77

Direct Operating Costs:

- The partner chose to not include any direct operating costs in the project budget.
 - Copying/Printing Materials: \$0.00
 - Internet/Telephone: \$0.00
 - Equipment/Capital Expenditures: \$0.00
 - Supplies: \$0.00
 - Building/Space: \$0.00
 - Travel: \$0.00

Indirect Costs:

- The partner has a federally negotiated rate that expires on 9/30/21. This rate (28.1% of wages, including fringe benefits) has been temporarily applied to this project budget. Once the rate letter applicable to FFY22 has been received, the budget will be reviewed to be in compliance with the new rate letter.
 - $.281 \times \$30,491.81 = \$8,568.20$.

Overall Project #9 Total Budget : \$39,060.00

Project 10: SVCOA Budget Narrative:

Personnel Costs:

- Wages/Salaries: Costs are based on the actual hourly wages for staff (or staffing positions in the event of a vacancy) who perform 3SVT Outreach services identified in the Project's Staffing Detail and the anticipated number of hours per week the services will be performed for each staff member/position.
 - \$59,647.05
- Fringe costs: Fringe costs include unemployment insurance, worker's compensation, FICA, health insurance, dental insurance, vision insurance, disability insurance, and pension. Fringe costs are available to all staff who work at least 20 hours per week. costs are estimated based on current costs plus inflation, which is approximately 41.58% of salaries.
 - \$24,800.67

Direct Operating Costs:

The partner chose to not include any direct operating costs in the project budget.

- Copying/Printing Materials: \$0.00
- Internet/Telephone: \$0.00
- Equipment/Capital Expenditures: \$0.00
- Supplies: \$0.00
- Building/Space: \$0.00
- Interpretation Services \$0.00
- Travel: \$0.00

Indirect Costs:

- The partner uses de minimis rate of 10% of the total modified direct costs.
 - 10% x \$84,447.73 = \$8,444.77

Overall Project #10 Total Budget: \$92,892.50

Project 11: VT Foodbank Budget Narrative:Personnel Costs:

- Wages/Salaries: Costs are based on the actual hourly wages for staff (or staffing positions in the event of a vacancy) who perform 3SVT Outreach services identified in the Project's Staffing Detail and the anticipated number of hours per week the services will be performed for each staff member/position. Worked to be performed by each position was provided to ESD for review
 - \$140,870.08
- Fringe costs: Fringe Costs included unemployment insurance, worker's compensation, FICA, health insurance, dental insurance, vision insurance, disability insurance, and 403B contribution. Fringe costs that are calculated by determining the specific cost of fringe for each employee plus an anticipated percentage increase based on what the industry is reporting for budgeting purposes; actual costs will be billed. Fringe benefits are only provided to full-time employees.
 - \$48,062.86

Direct Operating Costs:

- Copying/Printing Materials:
 - \$501.50 for 1003 texting campaign posters@ .50 each
 - \$1,234 for 6,855 rack cards @.18 each
 - This has been increased to account for at least 2 statewide outreach efforts in partnership with pharmacies and distribution of rack cards through our Network Partner ordering system.
 - \$360 for 4000 3SVT business cards @ .09 each
 - \$270 for 1500 business cards for outreach staff @.18 each
 - \$678 for 300 3SVT college student posters @ \$2.26 each, Vermont foodbank will be using the posters while working with college ambassadors to conduct at least 4 out-posting site throughout the course of the grant. They will also be using the posters while working with college counselors and other college staff to raise awareness of 3SVT

student eligibility.

\$390 for 3000 holiday flyers with specific 3SVT factual information distributed through food shelves @.13 each

\$672 for 4800 flyers distributed through CSFP boxes (this cost is only for printing the flyer and not for creating or distributing the CSFP box itself) @.14 each

\$400 for 1700 stickers with specific 3SVT factual information to be distributed to families in backpack program. (The amount provided is an estimate for 1700, 5" x 4" custom color printed stickers).

\$225 for 1000 magnets with 3SVT information to distribute to VF Network Partners @.225 each

\$3,400 for 60,000 stickers (\$.056 each sticker) for Kinney Drug/other pharmacy outreach

o \$8,130.50

- Internet/Telephone: These costs are comprised of:

Pre-approved texting service (\$2,995 is annual fee for service renewed with yearly contract): \$2,995.

Oasis online software that we use as a client database (\$1,350.00 is annual fee for service, which is calculated by number of users: \$300/person for 5 users minus 10% nonprofit discount (\$1,500-\$150). Oasis is an internet-based database used only for 3SVT outreach purposes to securely store information about 3SVT outreach clients: \$1,350.00

Cell phone service for the five lines dedicated to 3SVT: (\$35/month x12 months x 5 users) \$2,100.00 is for. Licensing costs of scheduling software specifically for 3SVT application scheduling: \$432 (\$144 per user x 3 users=432)

Estimated costs to cover lease fees for the toll-free 3SVT helpline phone system so calls can be received directly in Barre and Brattleboro: \$1000.00.

Estimated per minute charges on incoming calls: \$300 (\$25/mo x 12=300).

o \$8,177.00

- Equipment/Capital Expenditures: \$0.00

- Supplies: Postage, office supplies, registration/tabling fees, small equipment, cellphone/computer hardware.

\$1,000 for postage,

\$150 for paper application packets (\$1.50/packet x 100 clients)

\$250 for holiday flyers to network partners statewide (varying weights)

\$100 for authorization form w/stamped return envelope to 3SVT clients (\$1/person x 100)

\$200 for rack cards to 50 VF network partners (varying weights)

\$50 for mailing to backpack school counselors (\$1.50/packet x 34 schools)

\$250 for 3SVT materials requested by miscellaneous community partners (varying weights)

\$1,100 for office supplies

\$75 for 300 9x12 envelopes for mailing 3SVT outreach materials (\$25/box x 3)

\$800 for All-in-One ink cartridge refill (\$100/per X 4 X 2) – for remote staff dedicated to 3SVT activities.

\$50 for return address labels (500 labels at 0.10 each)

\$25 for sign-here labels (for 5 packs at \$5/pack)

\$140 for rack card displays (60 displays at \$2.33/each)

\$10 for pens (2 boxes at \$5/box)
\$1000 for registration and/or tabling fees for in-state meetings, conferences, or trainings that 3SVT Outreach staff attend
\$590 for small equipment for 3SVT Outreach staff dedicated to 3SVT Outreach reasonable, necessary, and allowable activities)
 \$300 for standing desk converter (1)
 \$140 for standing desk floor pad (2)
 \$150 for chair (1)
VF periodically updates computers and cell phones for all staff on a standardized schedule. \$200 is for scheduled cell phone hardware upgrade for Director of Community Resources. which will be dedicated to 3SVT Outreach reasonable, allowable, and necessary activities.
 ○ \$3,890.00

- Building/Space: \$0.00
- Interpretation Services \$1,500 for phone and/or in-person interpretation services. \$500 for written interpretation services.
 - \$2,000
- Travel: Vermont Foodbank’s outreach is statewide and includes weekly trips radiating from Barre or Brattleboro. A considerable amount of driving will be done within Vermont to plan and deliver 3SVT outreach services, such as making home visits to clients, conducting presentations at partner sites, attending Workgroup and other meetings/trainings, or distributing materials to outreach venues. Of the 3 FTE positions budgeted, all entail significant in-state travel. This agency has personnel policies setting the rate for mileage reimbursement at the current federal reimbursement rate. This projection for FY22 is based on pre-COVID usage (FY20) and 10,345 miles at .57 per mile. 10 monthly outreach visits
 - \$5,896.65

Indirect Costs:

- The partner uses de minimis rate of 10% of the total modified direct costs.
 - $10\% \times \$217,027.09 = \$21,702.71$

Overall Project #11 Total Budget: \$238,729.80

Project 12: 3SVT Administration Budget Narrative:

Personnel Costs:

- Wages/Salaries: Costs are based on the actual hourly wages for staff (or staffing positions in the event of a vacancy) who perform 3SVT Outreach services identified in the Project’s Staffing Detail and the anticipated number of hours per week the services will be performed for each staff member/position.
 - \$76,425.57
- Fringe costs: Fringe costs include unemployment insurance, worker’s compensation, FICA, health insurance, dental insurance, vision insurance, disability insurance. Fringe costs are calculated on an employee-by-employee basis, using actual costs.
 - \$27,683.92

Direct Operating Costs:

- Copying/Printing Materials: 3SVT administrative team estimates that 50,000 rack cards and 7,500 posters will be printed for distribution in FFY22.
50,000x\$0.02068=\$1034.00 + 7,500 posters at \$1032.00= \$2066.00
Shipping and postage to community sites in various quantities= \$434.00
\$1034.00+\$1032.00+434.00=\$2500.00
 - \$2,500.00
- Internet/Telephone: Telephone cost is associated with the cost of one cell phone for one year. All 3SVT staff listed have a state issued cell phone and staffing percentages equal one FTE therefore the cost of one cell phone for the year is included in the budget.
 - \$380.22
- Equipment/Capital Expenditures: \$0.00
- Supplies: \$0.00
- Building/Space: \$0.00
- Interpretation Services \$0.00
- Travel: This line item has been calculated based on anticipated miles that will be traveled in FFY22 for 3SVT reasonable, allowable, and necessary 3SVT Outreach activities which include site visits, workgroup meetings, COA-ESD-DAIL meetings, HFVT's annual SNAP conference. The IRS reimbursement rate of \$0.575 x 821.6 mile was used.
821.6 miles x .575=\$472.42
 - \$472.42

Contractual Costs:

- HMC Social Media Campaign: The State of Vermont will continue to contract with an entity during FFY21 to continue a Social Media Marketing Campaign through Google Search and Google Display. Objectives include: 1) help older Vermonters to access benefits when they are looking for assistance and 2) increase visits to the 3SVT website which provides benefit information.
Geographic: Vermont Statewide
Demographics: Primary - Adults 60+ who may be searching for food assistance
Secondary - Adults 35-54 who may offer help to older adults/relatives
Destination: <http://dcf.vermont.gov/benefits/3SquaresVT/60plus>
This line item has been level funded by the State of Vermont.
 - \$12,500.00

Indirect Costs:

The State of Vermont Agency of Human Services uses an approved public assistance cost allocation plan to allocate cost and does not use an indirect rate. Costs are allocated to all of the benefitting objectives relative to the particular cost per Uniform Guidance.

- \$48,152.37

Overall Project #12 Total Budget: \$168,114.49

7. Statewide 3SVT Outreach Budget Summary:

The statewide FFY22 3SVT Statewide Outreach Budget totals \$1,497,889.30 and includes anticipated 50% Federal reimbursement totaling \$748,944.65 from the federal government. Of the anticipated federal reimbursement, \$355,451.23 is the calculated anticipated reimbursement for the private funding, totaling \$710,902.46, that is contributed to the FFY22 3SVT Outreach plan by eleven projects: HFVT, BROCO, Age Well, CVCOA, CVOEO, Groundworks, NEKCOA, COASEV (Senior Solutions), SEVCA, SVCOA, VF. See the individual budget details for each project for specific amounts.

Subsequently, the total state general funds available to support the budget is, assuming 50% federal reimbursement, \$393,493.42 which includes \$208,678.00 from the Vermont Department of Aging and Independent Living (DAIL) who provides these funds through a Memo of Understanding (MOU) with ESD for 3SVT outreach targeted to older Vermonters. ESD is contributing the remaining \$184,815.42 also from general funds, for the FFY22 3SVT Outreach Plan. Please see attached copy of the current MOU initiated by DAIL with ESD and the Excel Workbook: *Statewide FFY22 3SVT Outreach Project Summary* for further details.

The total non-federal dollars associated with the FFY22 3SVT Outreach State Plan is \$748,944.65 which is 50% of the grand total of the FFY22 3SVT Outreach budget. Specific line-item details are noted in the tab: *Statewide Budget Narrative* within the attached Excel Workbook: *Statewide FFY22 3SVT Outreach Project Summary*. Details by project are also within the attached *Statewide FFY22 3SVT Outreach Project Summary*.

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FFY22 Statewide 3SVT Outreach Budget:

| | |
|---|---------------|
| Federal 50% Reimbursement Funds (50% of Public + 50% of Private) | |
| | \$441,062.525 |
| | \$146,789.100 |
| | \$587,851.625 |
| | |
| | \$10,366.645 |
| | \$5,088.405 |
| | \$0.000 |
| | \$8,006.275 |
| | \$23,787.725 |
| | \$3,956.400 |
| | \$500.000 |
| | \$2,250.000 |
| | \$53,955.450 |
| | |
| | \$1,375.000 |
| | \$8,934.257 |
| | \$10,309.257 |
| | |
| | \$6,250.000 |
| | |
| | \$658,366.33 |
| | |
| | \$90,578.32 |
| | |
| | \$748,944.65 |

| Project #: | FFY22 3SVT Outreach Budget Detail | | | Total Non-Federal Funds / Worth of Service Budget Detail |
|--|-----------------------------------|---------------------|-----------------------|--|
| | Grant #: | | | |
| | Non-Federal Funding Sources | | | |
| Expenses: | Public Funds | Private Funds | | |
| (g) Personnel (Salary) | \$457,065.46 | \$425,059.59 | \$882,125.05 | |
| (h) Personnel (Benefits) | \$157,734.71 | \$135,843.49 | \$293,578.20 | |
| (i=g+h) Subtotal Personnel Costs | \$614,800.17 | \$560,903.08 | \$1,175,703.25 | |
| Direct Operating Costs | | | | |
| (j) Copying/Printing/Materials | \$6,368.10 | \$14,365.19 | \$20,733.29 | |
| (k) Internet/Telephone | \$1,368.41 | \$8,808.40 | \$10,176.81 | |
| (l) Equipment/Capital Expenditures | \$0.00 | \$0.00 | \$0.00 | |
| (m) Supplies | \$7,516.07 | \$8,496.48 | \$16,012.55 | |
| (n) Building/Space | \$20,825.76 | \$26,749.69 | \$47,575.45 | |
| (o) Contractual (Graphic Design) | \$1,708.16 | \$6,204.64 | \$7,912.80 | |
| (p) Presenter Fees for 3SquaresVT Outreach Conference | \$215.87 | \$784.13 | \$1,000.00 | |
| (q) Translation and Interpretation Services | \$539.68 | \$3,960.32 | \$4,500.00 | |
| (r=j+k+l+m+n+o+p+q) Subtotal Other Direct Costs | \$38,542.05 | \$69,368.85 | \$107,910.90 | |
| Travel | | | | |
| (p) Long Distance | \$593.65 | \$2,156.35 | \$2,750.00 | |
| (q) Local | \$5,816.82 | \$12,051.70 | \$17,868.51 | |
| (r=p+q) Subtotal Travel Costs | \$6,410.47 | \$14,208.05 | \$20,618.51 | |
| Contractual Costs | | | | |
| (s) HMC Social Media Campaign | \$12,500.00 | \$0.00 | \$12,500.00 | |
| (s+i+o+r) Total Personnel, Direct Operating, & Travel Costs | \$672,252.68 | \$644,479.98 | \$1,316,732.66 | |
| (t) Indirect Costs (enter specifics here on any negotiated rate or use de minimis) | \$114,734.16 | \$66,422.48 | \$181,156.64 | |
| (u=s+t) TOTAL Costs | \$786,986.84 | \$710,902.46 | \$1,497,889.30 | |

Please note: this is embedded within the attached Excel Workbook: Statewide FFY223SVT Outreach Project Summary under tab StatewideBudgetDetail.

8. Assurances

| Check to Indicate You Have Read and Understand the Assurance Statement | Assurance Statement |
|---|---|
| ✓ | The State agency is accountable for the content of the State outreach plan and will provide oversight of any subrecipients. |
| ✓ | The State agency is fiscally responsible for outreach activities funded under the plan and is liable for repayment of unallowable costs. |
| ✓ | Outreach activities are targeted to those potentially eligible for benefits. |
| ✓ | Cash or in-kind donations from other non-Federal sources have not been claimed or used as a match or reimbursement under any other Federal program. |
| N/A | If in-kind goods and services are part of the budget, only public in-kind services are included. No private in-kind goods or services are claimed. |
| ✓ | Documentation of State agency costs, payments, and donations for approved outreach activities are maintained by the State agency and available for USDA review and audit. |
| ✓ | Grants are procured through competitive bid procedures governed by State procurement regulations. |
| ✓ | Program activities are conducted in compliance with all applicable Federal laws, rules, and regulations including Civil Rights and OMB regulations governing cost issues. |
| ✓ | Program activities do not supplant existing outreach programs, and where operating in conjunction with existing programs, enhance and supplement them. |
| ✓ | Program activities are reasonable and necessary to accomplish outreach goals and objectives. |

By signature on the cover page of this document, the State agency director (or Commissioner) and financial representative(s) certify that the above assurances are met.

9. Attachments

- FNS-366A (Budget Projection) – To be submitted upon completion and certification by the State of Vermont’s Agency of Human Services Finance Department.
- Indirect Cost Rate Agreement of State agency – The AHS-DCF does not have a federally approved indirect cost rate agreement. Instead, AHS-DCF has a federally approved Public Assistance Cost Allocation Plan.
<http://humanservices.vermont.gov/departments/office-of-the-secretary/cost-allocation-plan>

- Approved Indirect Cost Rate Agreements for FFY22 Subrecipients – Attached.



BROC Nonprofit Rate
Letter_9-30-22.pdf



SEVCA Indirect CR
10-1-18 to 9-30-21.pdf



CVOEO FY21
Nonprofit Rate Agreement

- Copy of MOU initiated by DAIL with ESD for FFY22. The MOU initiated by DAIL with ESD, effective 10/1/2021 is in routing for execution and is not available at this time.



ESD Amendment DAIL_DCF_3SVT_034
1_DAIL_DCF_3SVT_0:60-70003-21_MOU.pdf

- HMC Advertising, LLC: statewide Social Media Planning & Buying agreement for 3SVT Outreach.



EXE_3SquaresVT
Social Media Planning

- Copy of DCF 3SquaresVT 2020-2021 Media Final Performance Report for HMC statewide 3SVT Outreach.



Adobe Acrobat
Document

Sample of FFY22 “Draft” Rack Card



3Squares Rack Card
- Individuals & Fami

- Sample of FFY22 “DRAFT” Outreach Poster



3SQ-Poster.pdf

- Subrecipient Monitoring Protocol & Checklist



ESD Subrecipient
Monitoring Protoco



Monitoring
Checklist.pdf

- Excel Workbook: Statewide FFY22 3SVT Outreach Project Summary



Final FFY22 Staffing
and Budget Detail.xl